



Ohio Administrative Code

Rule 3701-8-04 Personnel and supervision requirements.

Effective: July 1, 2018

(A) Providers shall ensure compliance with the personnel requirements for any individual used to provide home visiting services in accordance with "Equal Employment Opportunity" (EEO) laws and the following:

(1) Each individual serving in the capacity of home visitor, supervisor of home visitors, or program manager shall meet the education and training requirements set forth in this rule, maintaining such credential without lapse if applicable. Failure to maintain the credential as required will result in the department initiating actions set forth in paragraph (B) of rule 3701-8-06 of the Administrative Code;

(2) If an individual obtains the supervisor credential, they may serve in multiple roles, in accordance with fidelity standards for the home visiting model implemented;

(3) Providers shall maintain documentation of compliance with this paragraph for each supervisor of home visitors and each home visitor the provider uses through sub-contract or employment;

(4) Home visitors, supervisors of home visitors, and program managers shall avoid multiple relationships and conflicts of interest with any client/consumer-of-services, ex-clients, family members, family members of clients or ex-clients, or other persons encountered in professional or non-professional setting, which are not in the best interest of the client and might impair professional judgment or which increases the risk of client/consumer-of-services exploitation.

(B) Providers shall ensure and maintain documentation that each individual used on or after the effective date of this rule as program managers of home visitors meet the following requirements:

(1) Individual holds a masters degree from a council for higher education accredited college or university in a field closely related to early childhood or human services, with three years of relevant experience in serving children and families; or possess a bachelors degree from a council for higher



education accredited college or university with a minimum of three years of experience working with pregnant women, infants or toddlers;

(2) Undergo both:

(a) A criminal background check with the Ohio bureau of criminal investigation;

(b) A background check with the Ohio central registry on child abuse and neglect.

(3) Individual completes all department required trainings, to include those required by the evidenced-based model being implemented;

(4) Individuals that serve dual roles of both program manager and home visiting supervisor shall meet the requirements of the home visiting supervisor per paragraph (C) of this rule.

(C) Providers shall ensure and maintain documentation that each individual used on or after the effective date of this rule as supervisors of home visitors meet the following credentialing requirements:

(1) Individual holds at least a bachelor's degree from a council for higher education accredited college or university in a field closely related to early childhood or human services, with three years of relevant experience in serving children and families; or possess a bachelor's degree from a council for higher education accredited college or university with a minimum of three years of experience working with pregnant women, infants or toddlers;

(2) Undergo both:

(a) A criminal background check with the Ohio bureau of criminal investigation;

(b) A background check with the Ohio central registry on child abuse and neglect.

(3) Individual completes a personal profile with the Ohio professional registry (OPR) or its successor;



(4) Individual completes the department required supervisor trainings, to include those required by the evidenced-based model being implemented;

(5) Individual maintains a supervisor credential without lapse and shall renew every two years from the date of initial or most recent credential renewal by completing at least twenty contact hours of training related to the role or target population;

(6) Individual will update OPR personal profile to reflect training and obtain verification.

(D) Providers shall ensure and maintain documentation that each individual used on or after the effective date of this rule as a home visitor meets the following requirements:

(1) Individual holds at least an associates degree from a council for higher education accredited college or university in a field closely related to early childhood or human services; or possess a bachelors degree from a council for higher education accredited college or university with a minimum of one year experience working with pregnant women, infants, or toddlers;

(2) Undergo both:

(a) A criminal background check with the Ohio bureau of criminal investigation;

(b) A background check with the Ohio central registry on child abuse and neglect.

(3) Individual completes a personal profile with the Ohio professional registry (OPR) or its successor;

(4) Individual completes the department required home visitor trainings, to include those required by the evidenced-based model being implemented;

(5) Individual maintains home visiting credential without lapse and shall renew every two years from the date of initial or most recent credential renewal by completing at least twenty contact hours of training related to the role or target population.



(6) Individual will update OPR personal profile to reflect training and obtain verification.

(E) Providers shall ensure that home visitors are supervised by an individual who is qualified in accordance with rule 3701-8-04 of the Administrative Code, and delivered in a manner that is:

(1) Documented to reflect an ongoing and direct manner;

(2) Inclusive of administrative, clinical, and reflective, and/or other identified best practice; and

(3) Facilitated in accordance with the evidence-based home visiting model being implemented.