



## Ohio Administrative Code

### Rule 3701-8-04 Personnel and supervision requirements.

Effective: July 12, 2024

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(A) Providers will 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 will meet the education, training and credentialing stipulated in this rule;
- (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 will maintain documentation of compliance with this paragraph for each program manager, 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 will 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 will 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:

- (1) Individual holds a bachelor's degree from a council for higher education accredited college or university in a field closely related to public health, early childhood or human services, with three years of relevant experience in serving children and families in accordance with fidelity standards for the home visiting model implemented;



(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 and maintains a personal profile with the Ohio professional registry (OPR) or its successor to reflect education, experience, and completed training;

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

(C) Providers will ensure and maintain documentation that each individual in the role of supervisor of home visitors meets the following:

(1) Except for an individual holding the position of supervisor prior to January 21, 2022, the individual meets the education requirements for the home visiting model implemented and holds at least a bachelor's degree from a council for higher education accredited college or university in a field closely related to public health, early childhood or human services, with three years of relevant experience in serving pregnant women, children and families.

(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 and maintains a personal profile with the Ohio professional registry (OPR) or its successor to reflect education, experience, and completed training;

(4) Individual obtains and maintains a supervisor credential as stipulated by the department that is aligned to the evidence-based or promising-practice model for which they are providing supervision, and includes the following:



(a) Completion of department required supervisor trainings, including those required by the evidence-based or promising-practice model being implemented; and

(b) Renewal every two years from the date of initial or most recent credential date by completing at least twenty contact hours of training related to the role or target population served, any department required trainings, and is in accordance with fidelity standards for the home visiting model implemented.

(D) Providers will ensure and maintain documentation that each individual in the role of home visitor meets the following:

(1) Individual meets the educational and experience stipulations in accordance with fidelity standards for the home visiting model implemented;

(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 and maintains a personal profile with the Ohio professional registry (OPR) or its successor to reflect education, experience, and completed training;

(4) Individual obtains and maintains home visiting credential as stipulated by the department that is aligned to the evidence-based or promising-practice model they are implementing, and includes the following:

(a) Completion of home visitor trainings, including those stipulated by the evidence-based or promising-practice model being implemented; and

(b) Renewal every two years from the date of initial or most recent credential date by completing at least twenty contact hours of training related to the role or target population, any department



stipulated trainings, and is in accordance with fidelity standards for the home visiting model implemented.

(E) Providers will 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 reflective supervision best practice strategies and/or other identified best practice;  
and

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