

Provider Certification – Adult Services Supervisor
OAC 5123:2-5-01 (C) (2) (b)
Effective 4/1/2017

(Printed) Name: _____ Classification: _____

Date of Hire: _____

<i>Topic(s)</i>	<i>Date of Training</i>	<i>Signature of Verifier</i>
<p>(C) (2) Adult services supervisor:</p> <p>(b) Within ninety days of employment as an adult services supervisor, the employee shall successfully complete or provide evidence of having successfully completed either:</p> <p style="padding-left: 40px;">(i) The orientation program described in paragraph (C) (1) (b) of this rule:</p> <p style="padding-left: 80px;">.....An orientation program of at least eight hours that addresses, but is not limited to:</p> <p style="padding-left: 40px;">(a) Organizational background of the county board, including:</p> <p style="padding-left: 80px;">(i) Mission, vision, values, principles, and goals;</p> <p style="padding-left: 80px;">(ii) Organizational structure;</p> <p style="padding-left: 80px;">(iii) Key policies, procedures, and work rules;</p> <p style="padding-left: 80px;">(iv) Ethical and professional conduct and practice;</p> <p style="padding-left: 80px;">(v) Avoiding conflicts of interest; and</p> <p style="padding-left: 80px;">(vi) Working effectively with individuals, families, and other team members.</p> <p style="padding-left: 40px;">(b) Components of quality care for individuals served, including:</p> <p style="padding-left: 80px;">(i) Interpersonal relationships and trust;</p> <p style="padding-left: 80px;">(ii) Cultural and personal sensitivity;</p> <p style="padding-left: 80px;">(iii) Effective communication;</p> <p style="padding-left: 80px;">(iv) Person-centered philosophy, planning, and practice;</p> <p style="padding-left: 80px;">(v) Development of individual service plans;</p> <p style="padding-left: 80px;">(vi) Roles and responsibilities of team members; and</p> <p style="padding-left: 80px;">(vii) Recordkeeping including progress notes and incident/accident reports.</p>		

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<p>(c) Health and safety, including:</p> <ul style="list-style-type: none"> (i) Signs and symptoms of illness or injury and procedure for response; (ii) Building/site-specific emergency response plans; and (iii) Program-specific transportation safety. <p>(d) Positive behavioral support, including:</p> <ul style="list-style-type: none"> (i) Principles of positive intervention culture; (ii) Role of direct service staff in creating a positive culture; (iii) General requirements for intervention and behavior strategies and direct service staff role including documentation; (iv) Human rights committees established in accordance with rule 5123:2-2-06 of the Administrative Code; and (v) Crisis intervention techniques. <p>(e) Services that comprise adult services.</p>		

I have received the training as outlined on this orientation form.

Employee's Signature

Date