

Certification – Service and Support Administration Supervisor
OAC 5123:2-5-02 (C)(2)(b) and (c)
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) Service and support administration supervisor:</p> <p>(b) The Superintendent shall ensure that service and support administration supervisors successfully complete, no later than ninety calendar days after hire, the orientation program described in paragraph (C)(1)(b) of this rule:</p> <p style="padding-left: 40px;">.....An orientation program of at least eight hours that addresses, but is not limited to:</p> <ul style="list-style-type: none"> (i) Organizational background of the county board, or contracting entity, including: <ul style="list-style-type: none"> (a) Mission, vision, values, principles, and goals; (b) Organizational structure; (c) Key policies, procedures, and work rules; (d) Ethical and professional conduct and practice; and (e) Avoiding conflicts of interest. (ii) Components of quality care for individuals served, including: <ul style="list-style-type: none"> (a) Interpersonal relationships and trust; (b) Cultural and personal sensitivity; (c) Effective communication; (d) Roles and responsibilities of team members; and (e) Recordkeeping including progress notes and incident/accident reports. (iii) Health and safety, including: <ul style="list-style-type: none"> (a) Signs and symptoms of illness or injury and procedure for response; (b) Building/site-specific emergency response plans; and (c) Program-specific transportation safety. 		

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<p>(iv) Positive behavior support, including:</p> <ul style="list-style-type: none"> (a) Principles of positive culture; (b) Role of service and support administrator in creating a positive culture; (c) General requirements for intervention and behavioral support strategies and role of service and support administrator, including documentation; (d) Human rights committees established in accordance with rule 5123:2-2-06 of the Administrative Code; and (e) Crisis intervention techniques. <p>(v) Services that comprise service and support administration.</p> <p>(c) The Superintendent shall ensure that service and support administration supervisors successfully complete, no later than one year after hire, the department-provided web-based training described in paragraph (C) (1) (c) of this rule:</p> <ul style="list-style-type: none"> (i) Develop person-centered individual service plans; (ii) Coordinating services; (iii) Enhancing team effectiveness; (iv) Understanding Medicaid; (v) Targeted case management; and (vi) Employment navigation. 		

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

Employee's Signature

Date