

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: August 19, 2019

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: STAFF DEVELOPMENT PROGRAM

II. PURPOSE:

To define the nature and scope of the Board's Staff Development Program.

III. REFERENCE:

- A. 42 CFR 483.430 Requirements for States and Long-term Care Facilities
- B. 29 CFR 1910 Occupational Safety and Health Standards
- C. OAC 5123:4-01 Administration and Operation of County Boards of DD
- D. OAC 5123:2-1-13 In-service Training for County Board of DD
- E. OAC 5123: 2-3-01 Licensed Residential Facilities - Administration and Operation
- F. OAC 5123: 2-5-01, 02, 05, and 08 5123-03, 04, 07, and 08 Certification Standards for County Board Employees
- G. OAC 5123: 2-9-14, 15, 16 and 17 HCBS Waivers – Adult Day Support & Voc Habilitation
- H. OAC 5123: 2-9-18 HCBS Waivers Non-Medical Transport
- I. OAC 3301-53 Special Education Program for Mentally Retarded
- J. OAC 3301-32 School Child Program
- K. OAC 3301-24-05 Ohio Department of Education Licensure Rule
- L. OAC 3319.073 In-service Training in Child Abuse Prevention Programs
- M. LCBDD/Deepwood Policy A-9 Volunteer Services
- N. Ohio Operating Standard for Education of Children with Disabilities

IV. POLICY:

Pursuant to the rules and regulations cited above, and in facilitation of optimal services to individuals with developmental disabilities, the Lake County Board of Developmental Disabilities/Deepwood (LCBDD/Deepwood) is committed to developing and supporting systematic and comprehensive Orientation and Continuing Education programs for all certified LCBDD/Deepwood staff (including full-time, part-time, management, and substitute staff), Board members, program volunteers, contracted services and community providers.

A successful Staff Development Program must systematically address the areas of initial

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training and on-going development of staff to enhance their individual and organizational efficiency/effectiveness.

A. Integral parts of the Staff Development Program include:

1. Orientation
2. Department Specific Orientation
3. Continuing Education
4. Certification/Licensure
5. Professional Development
6. Documentation of Training
7. Record Keeping

B. Training will be offered and documented consistent with applicable regulations as described in B-4 procedures

V. DISTRIBUTION:

Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

VI. REVIEWED:

8/19, 8/18, 8/17, 8/16, 8/15, 8/14, 8/13, 8/11, 8/09, 8/07, 8/05, 8/03, 8/01, 12/98, 2/95