



Department of Developmental Disabilities

John Kasich, Governor
John L. Martin, Director

To: County Board Superintendents, Council of Governments Directors,
OACB

From: Debbie Hoffine, MDA Operations Administrator

Date: December 4, 2012

Subject: Certification/Registration of Employees of Private Providers under
Contract with a County Board to Provide Adult Services

The purpose of this memo is to provide clarification regarding the certification/registration of employees of a provider under contract with a county board to provide Medicaid or non-Medicaid adult services. Ohio Administrative Code 5123:2-5-01 allows a County Board Superintendent to request an exemption from the requirements of certification/registration of staff of a contracting agency if the agency is appropriately accredited, licensed, or certificated to perform those services. DODD expects County Boards to utilize this provision and honor existing certification and/or registration credentials that its contracting entities may possess. Examples of accreditation, licensure, and certification that may serve as the basis for an exemption include certification through DODD; CARF accreditation; the National Industries for the Blind (NIB); the National Accreditation Council (NAC); or entities certified, licensed or accredited by other State of Ohio agencies.

The request to exempt these employees should be made by the Superintendent in writing to the Ohio Department of Developmental Disabilities, attention Angel Morgan. Additional documentation (e.g., correspondence from CARF demonstrating that the contracting agency is accredited for the adult services it provides) supporting the request for exemption is required. This could be evidence to support certification from another state agency or documentation evidence from the organization approving the accreditation or licensure.

The Department will be proposing a new Adult Services Certification rule which will be posted at the Department's website for clearance in December 2012. The new rule will eliminate the requirement for employees of an agency that the county board contracts with to provide adult services to hold Adult Services certification/registration. The estimated effective date of this rule is April 1, 2013.

Please note that county boards are still responsible for certifying and/or registering their own employees who provide Medicaid or non-Medicaid adult services. The information

in this memo only pertains to employees of private entities under contract with a county board to provide Medicaid or non-Medicaid adult services.

Please direct any questions regarding this issue to Angel Morgan, Certification Manager, at angelia.morgan@dodd.ohio.gov.

Thank you.