

**Subject:** Med. Admin. class & other info. from LCBDD! noencrypt  
**Date:** Wednesday, March 6, 2024 at 9:58:43 AM Eastern Standard Time  
**From:** David McManus  
**Attachments:** Background Check Requirements for New Direct Support Professionals Feb 2024.pdf, Request for Notification of Provider Requests.eml, image002.jpg

Good morning! Sending along a few items of interest. Please let me know if you have questions or want info. on other topics.

Thanks,  
David

### **Initial Cert. 1 Medication Administration Training**

March 25 - 26, 2024, 8:30 AM - 4:30 PM

Licking County Board of DD, 116 N 22nd St. Newark, OH 43055

No cost for Licking County providers. If you are currently serving someone in Licking Co, please enter the coupon code be MedAdminCode.

### **DODD Background Check tool**

DODD recently released this new resource for providers around the Background Check process. Background checks and RAPBACK citations continue to be in the Top 5 Review Citations. (see attached doc.)

### **Next Chapter Book Club**



Tuesday, March 19<sup>th</sup>, 12:00-1:00

Licking Co. Library, Newark branch- 101 West Main St, Newark

A unique community-based book club program for adults with Down syndrome, autism, cerebral palsy and other intellectual and developmental disabilities.

<https://events.lickingcountylibrary.org/event/next-chapter-book-club-8644>

### **Changes to Request for Providers process**

LCBDD is changing how we post Requests for Providers (RFPs). They'll now be posted in our Brittco software system, and providers will log in to the system to view the RFPs. Providers can add info. about their agency to their profile, and request to be notified daily or weekly about new RFPs.

We weren't able to automatically transfer providers who'd requested RFP notification through LCBDD's website over to the new system. If you signed up for notifications and are interested in continuing to receive them, please log into Brittco and request them. Brittco's instructions on using the module, including how to request notifications and add info. to your profile, can be

found here: <https://brittcosoftware.zendesk.com/hc/en-us/articles/23880157370643-Providers-Portal-Guide-Provider-Referrals>

Here's the link to log into LCBDD's Brittco software: <https://lickingcb.brittcosoftware.com/login>. On the log in page, enter your email address and click the "forgot your password" link. This will allow you to set up your password. Once that's complete you'll be able to log in.

If you're not able to log in, please complete the attached email template and send it to us.

**David McManus**  
**Provider Support Coordinator**  
Licking County Board of DD  
116 N. 22nd Street  
Newark, OH 43056  
740-349-6588  
[www.lcountydd.org](http://www.lcountydd.org)





## Background Check Requirements for New Direct Support Professionals

### Prior to Hire

- Complete 7 required Database checks using name and/or SSN only, ensuring applicants are not excluded from providing services:**
  - The list of excluded persons and entities maintained by the office of [inspector general](#) in the United States department of health and human
  - The [abuser registry](#) established pursuant to section 5123.52 of the Revised Code
  - The [nurse aide registry](#) established pursuant to section 3721.32 of the Revised Code
  - The [sex offender and child-victim offender database](#) established pursuant to division (A)(11) of section 2950.13 of the Revised Code
  - The United States general services administration [system for award management database](#)
  - The [Ohio Department of Medicaid provider exclusion and suspension list](#)
  - The [database of incarcerated and supervised offenders](#) established pursuant to section 5120.066 of the Revised Code

#### If the database checks are clear, move forward with:

- Verify if person has lived in Ohio for past five years:**
  - If they have only lived in Ohio, initiate a BCII check using reason code 5123.081.
  - If they have lived outside of Ohio within the past five years, initiate an FBI check using reason code 5126.28 AND a BCII check using reason code 5123.081.
- Have the person sign an [Attestation/Criminal Notification](#) statement**
  - This allows you to preliminarily employ the person for up to 60 days pending the results of the BCII check
    - The person cannot be enrolled in the medication administration course until background check results are received and the results show the person is eligible for employment
  - Requires the employee to notify employer if they have been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for a disqualifying offense.
- Watch for BCII results**
  - Employee can only work for 60 days without BCII results
  - Check BCII/FBI results for disqualifying convictions and determine eligibility for employment (ref. OAC 5123-2-02)
  - If BCII/FBI results are clear:
- Rapback enrollment required within 14 days of receiving the BCII results**

#### If the employee will transport individuals, prior to driving obtain:

- Driver's license verification
- Proof of insurance
- Driver's Abstract prepared by BMV showing no more than 5 points

#### If the employee will be required to administer medication:

- Verify high school diploma or GED
- Verify background check results before enrolling the person in the medication administration course

Please direct any questions to [Compliance@DODD.Ohio.gov](mailto:Compliance@DODD.Ohio.gov)

*This is not an all-inclusive list of items providers are responsible for completing as they hire and employ direct services professionals (DSPs). Providers are responsible for following all applicable rules.*