

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 4.2

STAFF ORIENTATION

New staff, certified by Ohio Department of Developmental Disabilities or mandated by the Trumbull County Board of Developmental Disabilities, shall complete the orientation program within ninety (90) days of their date of continuous employment with the Board. The orientation program shall consist of a minimum of thirty (30) hours of training and must include the following areas:

I. Board Introduction

- a. Board operations and table of organization.
- b. Mission and philosophy.
- c. Role of each program division.
- d. County Board rules/policies/procedures.
- e. Funding.
- f. Medicaid accountability.

II. Overview of Developmental Disabilities

- a. Definition.
- b. Historical treatment/perspective.
- c. Services and supports and service delivery settings.
- d. Rights of individuals with developmental disabilities.
- e. Abuse/neglect/recognition and mandatory reporting requirements.
- f. Techniques/philosophy of behavior support and training.
- g. Community resources.
- h. Residential issues.
- i. Confidentiality.

III. Program Division

- a. Eligibility and enrollment.
- b. The IEP/IP/IFSP.
 1. Team processes.
 2. Case coordination.
 3. Communication.
- c. Enrollee policies.
- d. Behavior support.
- e. Conflict management.

IV. Position Introduction

- a. Table of organization.
- b. Roles, functions, and responsibilities of:
 1. Adult Services personnel.
 2. Early Intervention personnel.
 3. Services and Support Administration.

- c. Position description.
- d. Certification, Registration, and Licensure.
 - 1. Adult Services.
 - 2. Early Intervention.
 - 3. Service and Support Administration.
- e. Personnel policies.

V. Safety & Health

- a. Fire drills, tornado drills and fire suppression.
- b. Bomb threats.
- c. Other emergency evacuation procedures.
- d. Lifting.
- e. Health & safety policies.
- f. CPR/FA/AED.
- g. Management of communicable diseases.
- h. Exclusion from the program for health reasons.
- i. Handling of illness on-site and return to the program.
- j. Universal health precautions/infection control.
- k. Delegated nursing.

Adopted: 1/26/98
Revised: 9/27/2001
Revised: 12/21/2009

Reference:
5123:2-1-02
5123:2-5-01
5123:2-5-02
5123:2-5-05