Rule Citation	Rule Information																	
16.03.21.400.02	Administrator: Min of 2 years supervisory or management exp in DD setting																	
16.03.21.400.01 16.03.10.658.02.a	Administrator: ensure compliance, managing staff, dev. And implementing P&P's, QA																	
DS 16.03.10.658.02.a.ii	DS: 2 years supervisory experience (if administrator is not DS)																	
16.03.21.400.03	Clinical Supervisor: Employed by DDA, readily available on-site																	
16.03.21.400.04.a	Clinical Supervisor: Bachelor Degree in Human Service field																	
16.03.21.400.04.b	Clinical Supervisor: 1 year supervised exp. Working with Population served																	
16.03.21.400.04.c-e	Clinical Supervisor: Must be HI for children services Adult DS for Adult services																	
16.03.21.400.08	Records of licenses or certifications: copies of applicable licenses and certificates for staff (employees or contractors)																	
16.03.10.658.02.b	Contracts: SLP, OT, PT, Psychologist, Social Worker																	
All Staff Must Have:																		
16.03.21.009.01	Criminal History Checks (all staff/subcontractors delivering DDA services)																	
16.03.21.410.01.b –ii	1st Aid/CPR Current, age-appropriate (90 days of hire, and accompanied by current certified staff)																	
16.03.21.410.01.a	Fire Safety Training (upon employment, annually)																	
16.03.21.511.04.a	Assistance with Medication Training, Department approved (Prior to assisting)																	

Rule Citation	Rule Information																	
16.03.21.510.03	All employees: Free from communicable disease																	
16.03.21.501.03	Copy of driver's license																	
16.03.21.501.05	Current automobile Liability Insurance																	
16.03.21.400.03.b 16.03.10.665.05.b	All Para and Pros must be observed monthly by Clinical Supervisor																	
16.03.21.410.01	12 hours of formal training each calander year																	
Sufficient Trainings applicable to work assignments:																		
16.03.21.410.01.c	Trained to meet any special health or medical requirements of the participants																	
16.03.21.410.02.a	Optimal Independence																	
16.03.21.410.02.b	Assistive technology																	
16.03.21.410.02.c	Accurate record keeping and data collection procedures																	
16.03.21.410.02.d	Adequate observation, review and monitoring of staff, volunteer, and participant performance																	
16.03.21.410.02.e	Participant's rights, advocacy resources, confidentiality, safety, and welfare																	
16.03.21.410.02.f	Implementation of all policies and procedures																	
Additional Training For Professionals Must Include The Following As Applicable To Their Work Assignments And Responsibilities																		
16.03.21.410.03.a	Implementation of IPP's and Implementation plans																	
16.03.21.410.03.b	Behavioral and Developmental Programming - Positive Behavioral Intervention Techniques																	
IBI - 16.03.10.658.01.f	IBI: 6 hours of behavior methodology or interventions																	
Paraprofessionals																		

Rule Citation	Rule Information																	
16.03.21.400.07.b	Paraprofessional: Instruction on the needs of the participant																	
16.03.21.400.07.c	Paraprofessional: Demonstrate the ability to provide services according to a plan of service																	
16.03.21.400.03.a	Paraprofessional - Receive face to face supervision from Clinical Supervisor																	
16.03.21.400.03.b - 16.03.10.658.01.c	Paraprofessional - Monthly observation from Clinical Supervisor																	
Developmental Therapist - 16.03.10.658.01.b	DT: Supervised by DS WEEKLY																	
Developmental Therapist - 16.03.10.658.01.b.i-iii	DT: WEEKLY supervision: Give instructions, review progress, provide training on programs																	
Developmental Therapist - 16.03.10.657.07	DT: Must be at least 17 years of age																	
Respite - 16.03.10.655.01.a	Respite: 16 years of age																	
Respite - 16.03.10.665.01.d	Respite: Receive instructions on needs of participants																	
Habilitative Supports - 16.03.10.665.02.a	HS: 18 years of age																	
Habilitative Supports - 16.03.10.665.02.b	HS: High school graduate or GED																	
Habilitative Supports - 16.03.10.665.02.c	HS: Receive instructions on needs of participants																	
Habilitative Supports - 16.03.10.665.02.e	HS: 6 months supervised experience working with DD population																	
Habilitative Supports - 16.03.10.665.02.f	HS: Complete competency coursework																	
Habilitative Supports - 16.03.10.665.02.e.ii	HS: weekly face-to-face supervision for 6 months of providing services																	
Professionals																		

Rule Citation	Rule Information																	
16.03.21.400.06 - 16.03.10.657.05 - 16.03.10.657.10	Professional: Intervention certification - IBI Cert - DS - HI																	
16.03.21.400.06.a - 16.03.10.685.03.a	Professional: Bachelor's degree in human service field																	
16.03.21.400.06.b - 16.03.10.685.03.b	Professional: 1 year supervised exp. Working with DD population																	
16.03.21.400.06.d - 16.03.10.685.03.c	Professional: Complete coursework/ practicum																	
16.03.21.400.06.e	Professional: DS or IBI until 6/30/2013																	
Family Education - 16.03.10.665.03	FE: Must be HI or DS (June 30, 2013) Professional training																	
Interdisciplinary training - 16.03.10.685.02	IT: OT, PT, SLP, Practitioner of the healing arts, HI, or Therapeutic Cons. Prov.																	
Therapeutic consultation - 16.03.10.685.05.a	TC: PHD, or masters degree (see rule for specifics)																	
Therapeutic consultation - 16.03.10.685.05.a.b	TC: 2 years exp. Designing and implementing bx. therapies for children																	
Crisis intervention - 16.03.10.685.06	CI: Must meet TC requirements																	