

## Timelines

### Daily

1. Complete service documentation for everyone you provided services to that day.
2. Complete UI or MUI, as applicable
3. Daily Inspections as identified in rule for vehicles that are modified and/or can transport 5 or more passengers, if applicable

### Monthly

1. Sign and date completed service documentation for the month for everyone you provided services to that month.
2. UI Log – Even if there are no incidents.

### Annually

1. MUI Analysis Report for the previous year's MUIs (sent out February 1<sup>st</sup> by Summit DD MUI Department via email – Due by February 28<sup>th</sup> – Must keep proof that you submitted the document prior to or on the due date.)
2. Annual vehicle inspection as identified in rule for vehicles that are modified and/or can transport 5 or more passengers, if applicable
3. Annual Training
  1. Two (2) hours of training provided by the Department or by an entity using Department-provided curriculum in topics relevant to the independent provider's duties including:
    - Empathy-based care
    - "National Alliance for Direct Support Professionals" code of ethics
    - Rights of individuals set forth in section 5123.62 of the Revised Code
    - Rule 5123-17-02 of the Administrative Code (MUI Rule) including a review of health and welfare alerts issued by the Department since previous year's training
  2. Six (6) hours of training in topics selected by the independent provider from the following list that are relevant to the services provided and individuals served by the independent provider:
    - Components of quality care (Examples include but are not limited to: interpersonal relationships and trust, cultural competency, effective communication, person-centered philosophy, planning, and practice; implementing individual service plans; trauma informed care; empathy-based care)
    - Health and safety (Examples include but are not limited to: signs and symptoms of illness or injury and procedure for response, transportation safety)
    - Positive behavioral support (Examples include but are not limited to: creating a positive culture, general requirements for intervention and behavioral support strategies and role of independent provider including documentation; crisis intervention techniques)

**There may be additional training requirements depending on the service you are providing. Those requirements can be found within the rule for the specific service.**

### Other

1. First Aid/CPR -every other year before your expiration.
2. Recertification- every 3 years.