



Guidelines for the Conduct of Directed In-Service Training (DIT)

Ohio Department of Health

Office of Health Assurance and Licensing

August 24, 2018

As addressed in the Notice of Imposition in the Remedies section, DIT is a required remedy you must undertake. As an aid to the planning and conduct of an acceptable DIT, Ohio Department of Health (ODH) has prepared these guidelines. Compliance with one or more of these guidelines does not guarantee that ODH will approve the DIT. DIT should address as appropriate:

1. The specific deficient practice(s) identified in the Statement of Deficiencies (SOD) and enforcement letter imposing the DIT. The training should be focused on the specific deficient practices identified not just the Data tag cited.
2. Facility policies and procedures (P&Ps). Frequently a facility will update a policy or procedure as part of its Plan of Correction (POC). The DIT should include a review of existing applicable P&Ps as well as any updates or new P&Ps.
3. The specific needs of the resident population. The DIT should consider the characteristics of the facility resident population. For example, in a facility with a high census of memory impaired residents, the DIT must identify additional measures that should be taken when caring for that population.
4. Skills/Return Demonstration. The DIT, regardless of the method of delivery, must include a skills/return demonstration component where appropriate. The demonstration must be observed by the trainer and conducted in such a manner that the trainer can interact with the trainees in real time.
5. Q&A. The DIT, regardless of the method of delivery, must include an opportunity for live Q&A. Submitting questions in writing for a later response is not sufficient.
6. Trainer requirements. The organization or individuals providing the DIT may not be an employee, corporate staff or have directed ownership in your organization. The individual conducting the DIT should be a qualified subject matter expert.
7. Maintain Compliance. The DIT shall include education of staff on the plan for ongoing, sustained compliance.