



OHIO DEPARTMENT OF HEALTH

246 North High Street
Columbus, Ohio 43215

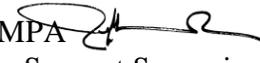
614/466-3543
www.odh.ohio.gov

John R. Kasich / Governor

Theodore E. Wymyslo, M.D. / Director of Health

Memo # 11-03

To: Help Me Grow Project Directors

From: Jeffrey Wynnyk, MPA 
Training & Family Support Supervisor

Subject: Help Me Grow Personnel Standards Policy Guidance

Date: February 23, 2011

The Help Me Grow (HMG) Personnel Standards Policy states that “Central Intake and Referral staff, Clinical Supervisors, Family Support Specialists, Home Visitors, Project Directors, and Service Coordinators must have minimum qualifications for providing services to eligible children and their families. The qualifications established by the department for the specific personnel (listed above) identify the approved or recognized certification, licensing, registration, or other comparable requirements necessary to ensure that personnel are appropriately and adequately prepared and trained to provide services in the Help Me Grow system.”

Attachment B of the Help Me Grow Personnel Standards Policy stipulates the requirements for initial credential and credential renewal requirements. HMG staff requiring credentialing through the Ohio Professional Development Network (OPDN) include: Clinical Supervisors, Project Directors, Home Visitors, and Service Coordinators. Credential renewals for each position must be obtained every 2 years and will be granted upon verification of submitted in-service training hours to the OPDN Registry. Training and contact hours must be a minimum of 20 hours every two (2) years related to role or target population in HMG as approved by the regulatory or licensure agencies listed in Attachment D of the policy or the Ohio Department of Health HMG program.

The role of all staff and positions within the HMG system is to provide and maintain a coordinated, community-based infrastructure that promotes trans-disciplinary, family-centered services for expectant families, newborns, infants, toddlers and their families.

The target population of the HMG system includes expectant families, children from birth to age three and their families.

The Ohio Department of Health Bureau of Early Intervention Services (BEIS) recognizes and acknowledges that HMG staff needs to acquire a variety of knowledge bases to provide effective support and education to parents of children prenatal to three. Training provided by BEIS is designed to assist HMG staff become familiar with the subjects they encounter in a variety of dynamic family situations they face.

Trainings not provided by ODH which are available locally, statewide, and nationally can be used to meet the requirement to fulfill the 20 training hours for credential renewal **only** if these trainings relate to the defined role or target population of HMG.

BEIS also recognizes that professional development is a key component of providing comprehensive service delivery to expectant families, newborns, infants, toddlers and their families. Professional development trainings attended by HMG staff will be considered for approval to meet the training and contact hour requirement for credential renewal **only** if these trainings relate to the defined role or target population of HMG.

To assist the OPDN Registry and BEIS in verifying trainings submitted for credential renewal, training agendas and/or goal/objective documents from trainings can be submitted to the OPDN with valid attendance certificates.

Prior approval for trainings may be obtained from ODH/BEIS by sending the training information, agenda, and/or goals/objectives *that clearly indicate the target audience of the training and that the training relates to the defined role or target population of HMG* to ODH/BEIS at least 30 calendar days prior to attending the training. Prior approval documents can be sent electronically to Jeffrey.Wynnyk@odh.ohio.gov or faxed to (614) 728-9163, attn: Jeffrey Wynnyk. Please include contact information with your submissions (name, e-mail, and phone) to receive a response.

This memo should be distributed to all HMG staff that requires credentialing.