

POLICY: PROFESSIONAL QUALIFICATIONS & REQUIREMENTS

POLICY STATEMENT: It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that a Provider shall meet all professional qualifications and requirements in order to serve individuals with developmental disabilities.

DETAILED POLICY STATEMENT

1. A Provider shall ensure that services provided to an Individual:
 - a. meet the needs of the Individual;
 - b. conform to the Individual's Individualized Support Plan (ISP); and
 - c. are provided by qualified personnel as required in this policy.
2. A Provider shall maintain documentation that:
 - a. the Provider meets the requirements for providing services under 460 IAC 6 and the Division of Disability and Rehabilitative Services (DDRS) policy; and
 - b. the Provider's owners, directors, officers, employees, contractors, subcontractors or agents meet the requirements for providing services under 460 IAC 6 and DDRS policy.
3. A Provider's owners, directors, officers, employees, contractors, subcontractors or agents performing any management, administrative or direct service to an Individual on behalf of a Provider company shall receive initial and at minimum annual training in the protection of an Individual's rights, including:
 - a. respecting the dignity of an Individual;
 - b. protecting an Individual from Abuse, Neglect, and Exploitation; and
 - c. DDRS incident reporting, including:
 - i. DDRS's current policy on incident reporting;
 - ii. the Provider's incident reporting policies and procedures, and
 - iii. The Bureau of Quality Improvement Services (BQIS) internet website for use by any person for reporting DDRS incidents per the DDRS current policy.
4. All training shall be provided in compliance with Title I of the Americans with Disabilities Act of 1990 as regards reasonable accommodation.
5. The documentation for all training sessions attended by the owner, director, officer, employee, contractor, subcontractor or agent shall be in compliance with the "Personnel Policies and Manuals" policy.

DEFINITIONS

"BDDS" means bureau of developmental disabilities services as created under IC 12-11-1.1-1.

"BQIS" means Bureau of Quality Improvement Services as created under IC 12-12.5.

"DDRS" means the division of disability and rehabilitative services as established by IC 12-9-1-1.

“FSSA” means Indiana Family and Social Services Administration, established per IC 12-8-1-1, which works with Indiana's families, children, senior citizens, people with disabilities and people with mental illness, providing services to promote self-sufficiency, independence, health and safety.

REFERENCES

IC 12-8-8-4

IC 12-9-2-3

IC 12-11-1.1-1

Protection of an Individual's Rights policy

Approved by: Julia Holloway, DDRS Director -

A handwritten signature in black ink that reads "Julia Holloway". The signature is written in a cursive style with a long horizontal flourish extending to the right.