



Memo # 12-16

To: Help Me Grow (HMG) Central Coordination Contract Managers, Home Visiting Contract Managers, & Early Intervention Contract Managers

From: Wendy Grove, Ph.D., Help Me Grow Program Administrator

Copy: HMG Program Staff, Ohio Professional Registry Staff

Subject: Help Me Grow Personnel Requirements

Date: November 20, 2012

The Ohio Department of Health Bureau for Children with Developmental and Special Health Needs has seen an increase in the number of Help Me Grow staff submitting documentation to the Ohio Professional Registry for credentialing that do not meet the education requirements set forth in OAC rule 3701-8-03. These individuals have been hired by HMG contractors but cannot be credentialed due to lack of compliance with rule, which states:

“Individual holds...degree from a council on higher education accredited college or university in one of the following fields of study: child and family studies; child development; child life; education inclusive of early childhood, pre-kindergarten, elementary education, deaf or hearing impaired, blind or vision impaired, special education, or family life education; hearing and speech sciences or speech-language pathology; human development or human ecology; human social services; nursing; occupational therapy or occupational therapy assistant; medicine; physician assistant; physical therapy or physical therapy assistant; psychology; counseling; or social work.”

For supervisors of home visitors or service coordinators, a bachelor’s degree is required. For home visitors and service coordinators, an associate’s degree is required. Individuals who do not meet the education requirements for credential will not be allowed to obtain credential and subsequently will not be able to work within the Help Me Grow system.

It is the responsibility of the contract manager to ensure that all persons being considered for employment with Help Me Grow meet the personnel requirements listed in OAC 3701-08-03. In addition to agency applications, submission of resume, references and background checks, due diligence should include review of an official transcript prior to extending an offer of employment. Reviewing resumes and licensures may not provide the level of detail required to determine if an individual meets the requirements for credential.

If you are unsure whether or not a person you would like to hire meets the related degree requirements listed in OAC 3701-8-03 please email or fax their transcript to Kelli D. Lanzot at kelli.lanzot@odh.ohio.gov (614) 728-9163 for review.