

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0743 (AD)
Effective Date: 01-01-09
Person Responsible: Staff Development Coordinator

Subject: Certification File
Last Revision: 9-30-14

Approvals/Date:

Cecilia Hutchins *Donna Beam* 11/14/14
Superintendent, WCBDD Date Department Director Date
11/14/14

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| 1. The Certification File was developed to maintain training records for all staff at the Wood County Board of DD. |
| 2. Designated Administrative Support Staff II or Human Resources Representative for each department shall input data from the Internal Staff Development Training Reports (03-ALL-ALL-0334) within three weeks. This will ensure that information is correct and up-to-date. |
| 3. In-putters for each department are responsible to run employee quarterly reports for their respective departments. These reports need generated on or before the last day of the following months: March, June, September and December, and given to the department's supervisor. The report shall be run for expirations over the next 3 month span. |
| 4. Reports are due to each supervisor and director by the first of the following month. If reports are not provided by the 1 st of the month, it is the supervisor's or director's responsibility to obtain the generated report to ensure their employees are current on items mandatory for certification, licensure, Medicaid, insurance and other critical areas of the program. |

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