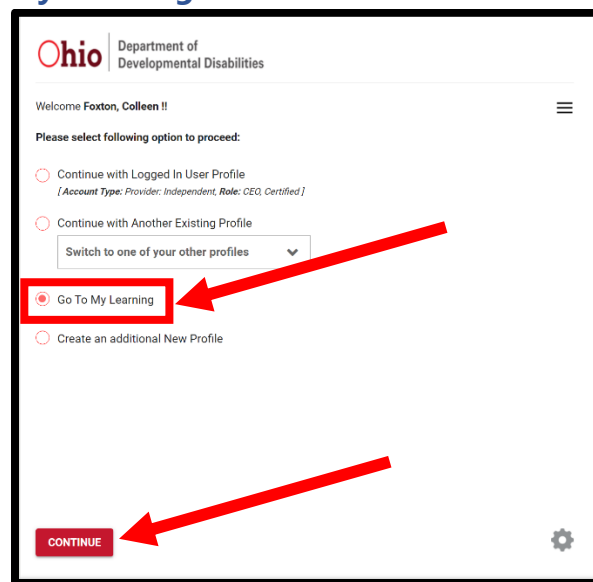


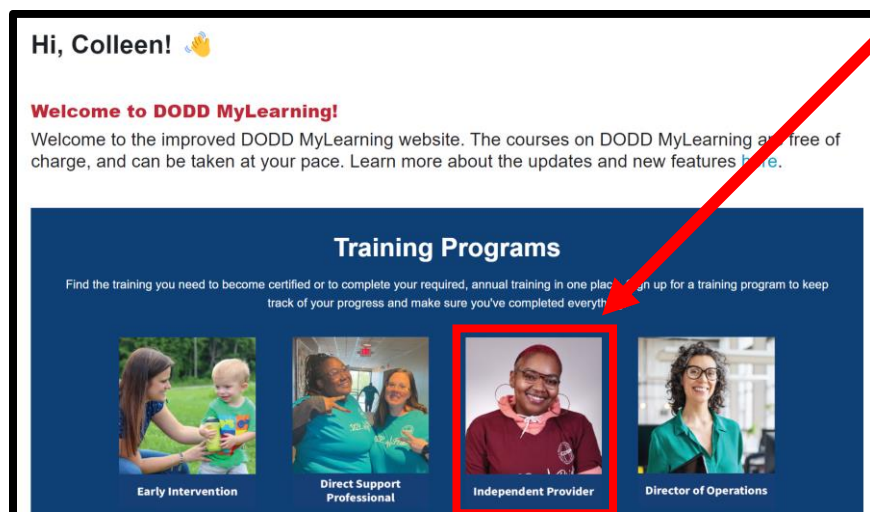
Per **OAC 5123-2-09 rule**, Independent Providers are required to complete DODD Annual Training in order to maintain their certification. Training should be completed by the end of the calendar year (December 31st) on years 2 and 3 of their certification. Proof of completion of DODD Annual Training will be requested during compliance reviews, audits, and recertification.

INDEPENDENT PROVIDER ANNUAL DODD TRAINING INSTRUCTIONS

1. **Go to** this site: <https://dodd.ohio.gov/providers/welcome/>
2. **Sign in** to your OH|ID account
3. Select **Go to My Learning** and then select **CONTINUE**



4. Select the 3rd box: **INDEPENDENT PROVIDER**



5. Select the SECOND OPTION- Independent Provider- 8 Hour

All Programs

Independent Provider - 2 Hour DODD Curriculum for 2024 Annual Training

Independent Providers are required to complete a total of **8 hours** of annual training. This Program counts for **2 hours** of required departmental training.
The additional 6 hours of training can be taken from any source.

DODD has provided the "[Independent Provider - 8 Hour Annual Training](#)" Program for those who wish to fulfill **all 8 hours of required annual training** through DODD MyLearning.

If you are a new Independent Provider, sign up for the "[Independent Provider - Initial Training](#)" Program.

See [OAC 5123-2-09](#) and the associated appendices for more information.

Independent Provider - 8 Hour 2024 Annual Training

Independent Providers are required to complete a total of **8 hours** of annual training. This program satisfies all annual training requirements for Independent Providers, including the 2 hours of required departmental training.

If you are a new Independent Provider, sign up for the "[Independent Provider - Initial Training](#)" Program.

See [OAC 5123-2-09](#) and the associated appendices for more information

6. Select **Sign Up**. A pop up will appear. Select **Sign Up** again.

All Programs

Independent Provider - 8 Hour 2024 Annual Training

Independent Providers are required to complete a total of **8 hours** of annual training. This program satisfies all annual training requirements for Independent Providers, including the 2 hours of required departmental training.

If you are a new Independent Provider, sign up for the "[Independent Provider - Initial Training](#)" Program.

See [OAC 5123-2-09](#) and the associated appendices for more information

Program status:	Program is not enrolled
Enrollment start:	Monday, January 1, 2024, 12:00 AM
Enrollment end:	Tuesday, December 31, 2024, 11:59 PM

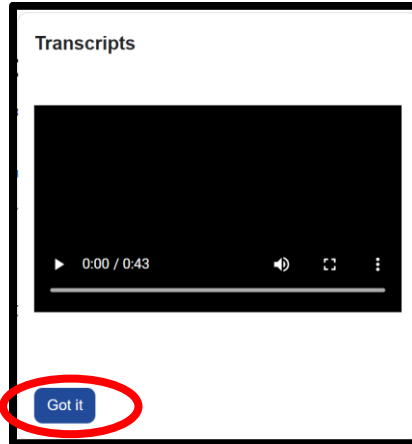
Sign up

Sign up

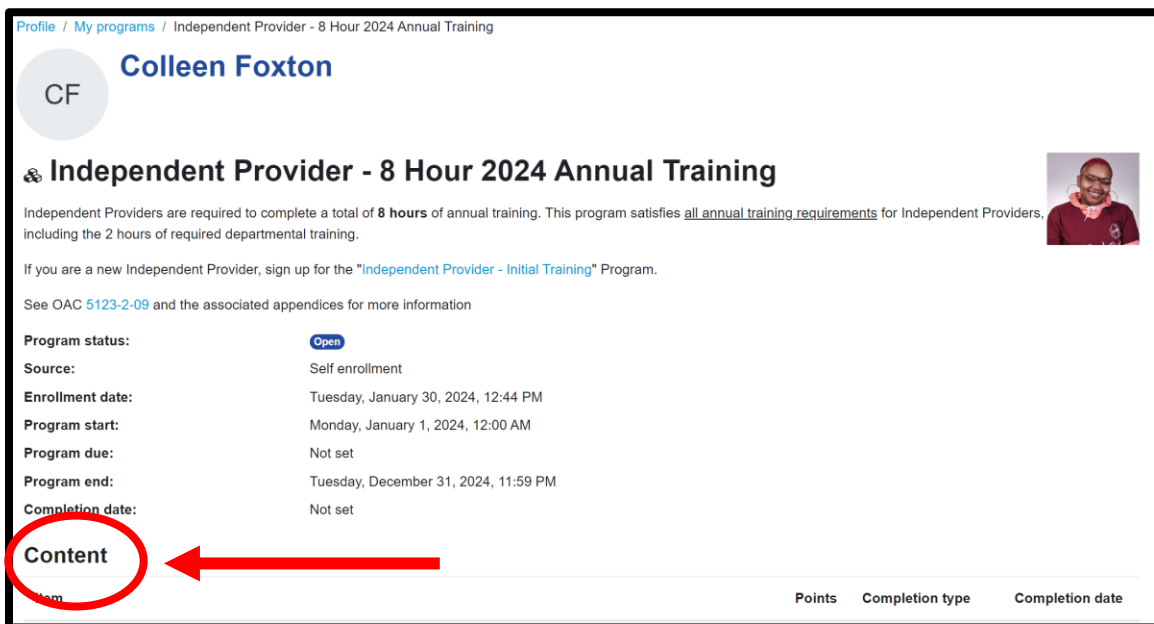
Please confirm that you want to be enrolled in the program.

Sign up **Cancel**

7. **Watch** the short video on Transcripts. Select **'Got it'** after viewing. The window will disappear afterwards.



8. **Scroll** to the middle of the page until you get to the **CONTENT** header.



The image is a screenshot of a user profile page for Colleen Foxton. The page title is "Independent Provider - 8 Hour 2024 Annual Training". The user's name "Colleen Foxton" and initials "CF" are visible. The page contains a list of training details:

Program status:	Open
Source:	Self enrollment
Enrollment date:	Tuesday, January 30, 2024, 12:44 PM
Program start:	Monday, January 1, 2024, 12:00 AM
Program due:	Not set
Program end:	Tuesday, December 31, 2024, 11:59 PM
Completion date:	Not set

At the bottom of the page, there is a header labeled "Content" which is circled in red. A red arrow points from the right towards the "Content" header. To the right of the "Content" header, there are columns for "Points", "Completion type", and "Completion date".

9. You will see 2 sections: **DODD Curriculum** and **Complete the following courses in any order**.

- a. DODD Curriculum: Begin with the 'Bill of Rights.....' module because the link is BLUE. Blue means the course is available to begin.
 - i. Once that module is complete, select the 'Introduction to Empathy-Based Care' module because that link will then be blue.
 - ii. Follow down this section to complete all the modules. You will end with the 'Review of 2023.....' module.
- b. Complete the following courses in any order
 - i. These modules are all listed in BLUE because you can take them in any order. Be sure to complete EACH module.
- c. **Tip:** Complete a course or two every month to ensure courses are completed on time.

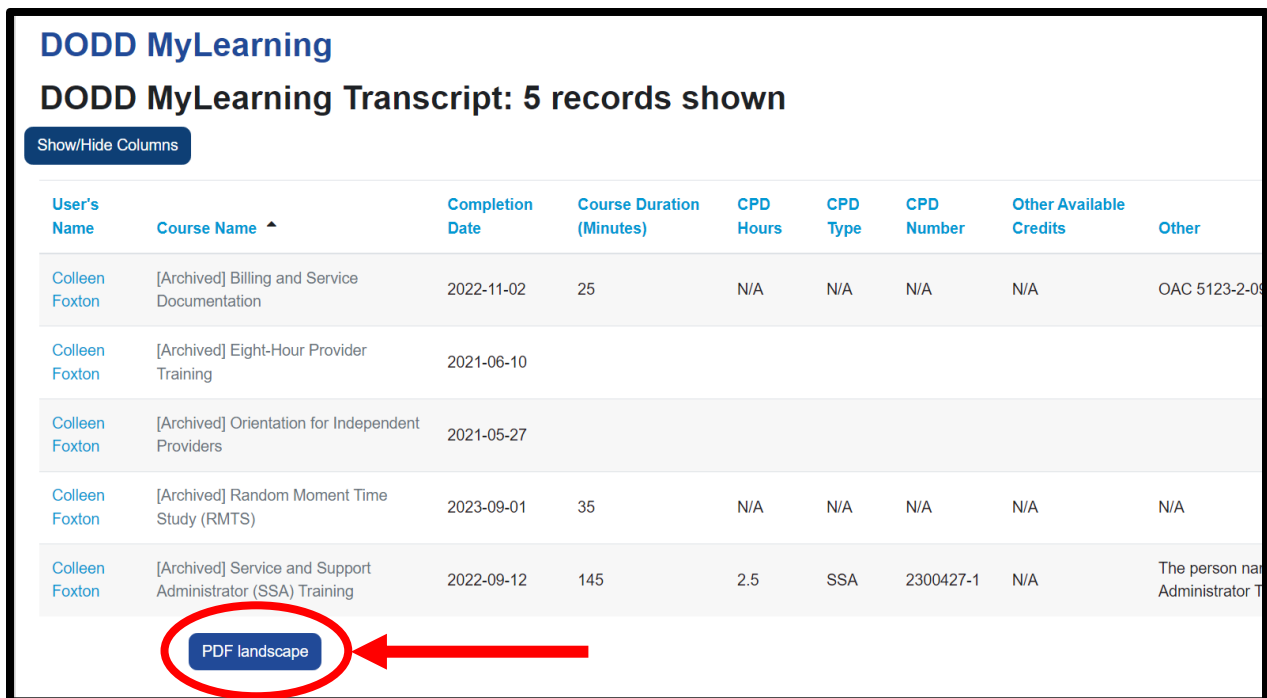
Item	Points	Completion type	Completion date
🔗 Independent Provider - 8 Hour 2024 Annual Training		All in any order	
☰ DODD Curriculum	1	All in order	
📖 Bill of Rights for People with Developmental Disabilities and the NADSP Code of Ethics	1		
📖 Introduction to Empathy-Based Care	1		
📖 The Ohio Individual Service Plan (OhioISP)	1		
📖 Health and Safety: Unusual and Major Unusual Incidents (UI/MUI)	1		
📖 Review of 2023 Health and Welfare Alerts	1		
☰ Complete the following courses in any order	1	Minimum 355 points	
📖 Empathy-Based Care: Communicate with H.E.A.R.T.	70		
📖 The Voice of the DSP in the Person-Centered Planning Process	20		
📖 Choking and Fall Prevention	25		
📖 Valued Roles and Community Integration	25		
📖 Supporting Individuals with Dual Diagnosis: Overview of Mental Illnesses and Disorders	30		
📖 Trauma-Informed Care and Restrictive Measures	40		
📖 Immediate Actions and MUI Investigations	25		
📖 Understanding the Role of the Guardian and Consent	40		
📖 Understanding and Preventing Elopement	20		
📖 Substance Use and Substance Use Disorders in People with Intellectual and Developmental Disabilities	60		

10. **Review** your completed courses in the **TRANSCRIPT** section at the top of the the DODD My Learning app.



11. You will see all of your completed DODD courses here. To **SAVE** your transcript, select the 'PDF landscape' button. The file will download. Once downloaded, you can save an electronic copy or print a copy.

a. **Note:** You typically only need to upload/present your transcript when recertifying your DODD certification OR partaking in a compliance review.



Again, this course is available every **CALENDAR** year, January until December. It needs to be completed by **December 31st** every year (not counting the year your certification was initially approved).