Policy Number: HC-21	Page: 1	Of: 1
Title: Policy Updating and Staff Training		
Regulatory Authority: HIPAA Regulations, FERPA Regulations, ORC, OAC		
Effective Date: 01/19/2021		
Reviewer/Job Title: Director of Operations		

(A)Policy Updating and Staff Training
HCBDD is committed to maintaining updated Policies as required by law, and to train staff as necessary on these policies.

REFERENCES
45 CFR 164.530(b)
45 CFR 164.530(i)
45 CFR 164.520
ORC § 5123.64(A) training in rights

OAC § 5123:2-3-08 staff training in licensed facilities

OAC § 5123:2-5-01(C)(12) training requirements for adult service workers

OAC § 5123:2-5-02(C)(12) training requirements for adult service workers

OAC § 5123:2-5-05(C)(13) training requirements for early intervention workers

OAC § 5123:2-5-07(C)(9) training requirements for investigative agents

1) Annual Review and Update of All Policies. The HIPAA Privacy Officer shall each conduct an annual review of all policies, and update policies as necessary based on new circumstances, changes in federal regulations and any changes in Ohio state laws and regulations governing DD Boards. An audit trail of policy changes will be maintained as detailed in Policy 1330 HIPAA Assignments and Documentation.
2) **Training New Staff on Confidentiality and Computer Security Policies.** The HIPAA Privacy Officer shall insure that all new staff will be receive training on HCBDD Confidentiality and Computer Security policies promptly after hiring.
3) **Training All Staff When Policies are Substantially Changed**. The HIPAA Privacy Officer shall insure that staff receive training on Confidentiality and Computer Security policies when they are substantially changed.