

17—23.5(231) Options counselors. An ADRC shall ensure that options counselors meet the requirements of this chapter and applicable federal and state law.

23.5(1) Background checks. All ADRCs shall establish and maintain background check policies and procedures that include, but are not limited to, the following:

a. A requirement that, prior to beginning employment, all options counselors, whether full-time, part-time, or unpaid, shall undergo criminal and abuse background checks.

b. A background check includes, at a minimum, a request that the department of public safety perform a criminal history check and the department of human services perform child and dependent adult abuse record checks of the applicant in this state.

c. Protocol for how to proceed in the event that an options counselor applicant is found to have a criminal history or history of child or dependent adult abuse.

23.5(2) Mandatory reporters. All options counselors shall be considered mandatory reporters pursuant to Iowa Code chapter 235B and shall adhere to federal and state law and applicable rules and regulations for mandatory reporters.

23.5(3) Options counselor duties. An options counselor shall provide options counseling that is person-directed and interactive and that allows the consumer to make informed choices about long-term living services and community supports based upon the consumer's preferences, strengths and values.

23.5(4) Options counselor minimum qualifications. An options counselor shall possess the following minimum qualifications:

a. Bachelor's degree in a human services field; or

b. License to practice as a registered nurse; or

c. Bachelor's degree and two years of experience working in the areas of aging, disabilities, community health, or hospital discharge planning; or

d. Associate's degree and four years of experience working in the areas of aging, disabilities, community health, or hospital discharge planning; or

e. License to practice as a licensed practical nurse and four years of experience working in the areas of aging, disabilities, community health, or hospital discharge planning.

23.5(5) Position-specific training. The options counselor shall provide to the ADRC documentation of successful completion of the person-centered counseling core curriculum provided by Elsevier, or an equivalent that is approved by the department, within 30 days of employment as an options counselor. Documentation shall be included in the individual's personnel record.

23.5(6) Continuing education requirements for an options counselor. An options counselor shall:

a. Obtain during the term of employment eight hours of relevant training annually as required by the department.

b. Document training related to the provision of options counseling if eight hours of training are not obtained in accordance with paragraph 23.7(6)“a.” Documentation shall be included in the individual's personnel record.

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