

# Area 10,

January-March 2012

## Training, Information and Meeting Summary

Welcome to the Area 10 Agency for Persons with Disabilities Quarterly Training, Information and Meeting Calendar for January through March, 2012.

Area 10 has a new procedure to attend training. We are now requiring an email to our agency to request the training you and/or your staff would like to attend and the date of the desired training. Please send your email to:

**D10\_APD\_customerservice@apd.state.fl.us**

You will receive a confirmation by email. Please print and bring the email confirmation with you to the training as verification of registration. Thank you for your interest in training.

Unless otherwise indicated, all training and workshops will be held at the following location:

201 W. Broward Blvd.  
Ft. Lauderdale, FL. 33301  
(954) 467-4218

Parking is permitted in the lot across the street, just west of the 201 building on NW 4<sup>th</sup> Avenue on the same side of the street as Kentucky Fried Chicken. Please do not park in The Ft Lauderdale Club parking lot as your vehicle will be towed. Verification of Attendance will be presented to you at the conclusion of the training. Please ensure that your name, phone number and email address are clearly noted. You must be on time and stay the duration of the training to receive a Verification of Attendance.

## Mandatory Training for all Providers

### **\*\*Choices and Rights**

This course will provide training on the recognizing the choices and rights afforded to the individuals we serve.

**Three hours in-service credit will be earned. Class must be taken at area office.**

### **\*\*Core Assurances and Policy Making**

This training will offer an overview of establishing a person-centered approach to service delivery and understanding of core assurances in the context of monitoring and the Medicaid-Waiver provider compliance standards.

**Three hours in-service credit will be earned. Class must be taken at the area office.**

### **\*\*Direct Care Core Competency Based Training**

Introduction to Developmental Disabilities and Health and Safety - Within the Core Assurances that are signed by each provider of services is the training requirement that specifically requires direct service providers to complete training in the Department's Direct Care Core Competencies Training, or an equivalent curriculum approved by the Department within 120 days or the effective date of their hiring or June 30, 2006. As referenced in Chapter 393.063(15), Florida Statutes, a "direct service provider" also known as a "caregiver" in Chapter 393 and 415,FS., or "caretaker" in provisions relating to employment security checks, means a person 18 years of age or older who has direct contact with individuals with developmental disabilities and is unrelated to the individuals with developmental disabilities.

**This course can be taken on line through TCC, as a self-paced module or at the area office.**

**Six hours of in-service credit will be earned for each component.**

## **\*\*Zero Tolerance**

There is a new Zero Tolerance curriculum. The training time has increased from 2 to 4 hours. Participants will be required to attend the entire training and pass a competency assessment by 80%. This session will provide training and materials on defining and recognizing the signs and symptoms of abuse, neglect and exploitation of persons with developmental disabilities. It will review reporting requirements and look at methods for prevention and safety planning.

**This course can only be taken on line through TCC or at the area office.**

**Five hours of in-service credit will be earned.**

## **\*\*Web Based Training note**

Core Competency or Zero Tolerance

If someone cannot attend a classroom course, wants to take the course sooner or prefers to take the course in their home or at work, the on-line option may be the better option.

Go to APD Website: [www.apd.myflorida.com](http://www.apd.myflorida.com)

Select Provider

Scroll down to Training

Select APD Training Opportunities

Select Required Training

Select APD's Training Site at TCC

Please call Tallahassee Community College's Help Desk at (866)605-7274 if you have any questions related to their web-based courses.

**\*\*Each Medicaid Waiver service has different requirements for training. The Developmental Disabilities Waiver Services Coverage and Limitations Handbook details the training that each service provider is required to take. To obtain the handbook:**

Go to APD Website: [www.apd.myflorida.com](http://www.apd.myflorida.com)

Select Waiver

Scroll down to Medicaid Waiver

Select Developmental Services Waiver Handbook of Coverage and Limitation

Chapter One indicates which training is required under each specific service.

## **Person Centered Planning and Implementation for Providers (Part A & B)**

The purpose of Person Centered Planning and Implementation for Providers is to refocus our service planning and implementation processes using person centered approaches to ensure that the people we serve and their families are directing the choice and control over the services and supports each person receives. It will enhance the provider's ability to ask people about their life expectations, listen and understand the person's desired outcomes and then construct and put supports and services in practices that honor those personal choices. The training will consist of two sessions (Part A & B). Both sessions need to be taken to complete the requirement.

## **Training Calendar Course Descriptions**

### **Provider Development Workshop (PDW)**

The Provider Development Workshop (PDW) will allow potential Medicaid Waiver Provider applicants to gain awareness about people with developmental disabilities and their support needs. All participants will be offered the opportunity to enroll as Medicaid Waiver Providers for the HCBS and FSL Waiver Program and will receive "Hands On" technical assistance with the review and completion of the application packet.

**Group Home Provider:** This half of the workshop is designed to acquaint you with the pre-application process and requirements needed to open and operate a licensed Developmental Disabilities group or foster home. 3 Hours.

**Service Provider:** This portion of the workshop will detail the types of disabilities our agency serves, the philosophy of service provision and Emergency Preparedness. 2 Hours.

**Application Phase:** This is the final phase of the training in which the applicant has attended the previously listed training above and will bring the blank application that was emailed to them. Technical assistance will be provided to complete and submit the application.

Application packets will be emailed to the participant prior to the training and will not be provided at the training. If submitting an application you must be on time and stay the duration of the workshop to receive your Verification of Attendance. Verifications of Attendance will be provided at the end of each workshop.

If you would like to register please email us to have your name added to the 2010 list. You will be contacted at a later time with the date and location of the 2010 Provider Development Workshop.

The training will be given over two (2) days in consecutive weeks.

**To register email [D10\\_APD\\_customerservice@apd.state.fl.us](mailto:D10_APD_customerservice@apd.state.fl.us)**

## **Service Authorization**

This two (2) hour training will cover Home and Community Based Waiver, provider types and identification, procedure codes, modifiers, gate keeper files, waiver services, limitations, rates, payment related policies and procedures and questions. Please call Joy Joseph at (305)377-5004 for more information regarding this training.

## **Implementation Planning**

Providers of Residential Habilitation, Adult Day Training, Non Residential Support and Services, Supported Employment and Supported Living must develop an Implementation Plan for the individuals they serve. This training will address the requirements to write an implementation plan and review the basic format. All participants will practice writing an implementation plan. Please bring copies of goals that are challenging to you to be used in the training exercise. 3 Hours.

## **Policies and Procedures**

This training will cover the requirements for writing policies and procedures that comply with the Developmental Disabilities Waiver Services Coverage and Limitations Handbook. 2 Hours.

## **Documentation**

This training will cover Service Logs, Monthly Summaries, Annual Reports, Self Assessments. 2 Hours.

## **Service Specific: In Home Supports, Companion, Personal Care and Respite**

This training will cover the qualifications, training, service requirements, projected service outcomes and documentation for In Home Supports, Companion, Personal Care Assistance and Respite. 2 Hours.

## **Medical Records Documentation**

This training will cover the appropriate method of documentation of the medical records of the individuals we serve to ensure optimum health and safety. 2 Hours.

## **Supported Living Coach Pre-Service**

This training meets the 18 hours of pre-service training requirements for all Supported Living Providers. The training will introduce or become familiar with the Developmental Disabilities Waiver Services Coverage and Limitations Handbook and Supported Living Guidebook. Training will cover the history of supported living, eligibility, choice, participation and control, role of the coach, safety and health strategies, quality of life and services.

**To register please email [D10\\_APD\\_customerservice@apd.state.fl.us](mailto:D10_APD_customerservice@apd.state.fl.us)**

## Supported Employment Coach Pre-Service

Supported Employment Certification Training (Part One and Part Two) is now available online and on demand. All persons who wish to apply for certification as a job coach or employment consultant may now take the certification courses online. Upon successful completion of both courses, the person may apply to their local APD area office where they plan to provide SE services and attach copies of the two certificates to their application indicating successful completion of both Part One and Part Two of the SE Certification course. Part One is "Best Practices in Supported Employment" and Part Two is "Introduction to Social Security Work Incentives." The courses are available at <https://trn-store.com/content/florida-required-supported-employment-pre-service>.

APD is working to have these courses available in a classroom version later in 2011. Stay tuned to this website for upcoming classroom trainings.

## Social Security Work Incentives

The training meets the 18 hours of pre-service training requirements for all providers providing Supported Employment. The training will focus on enhancing the individual's earnings by allowing them to make more money and still maintain eligibility to SSDI, SSI, Medicare and Medicaid.

## Meeting Summary Information

### Waiver Support Coordinator Meeting

Waiver Support Coordinator meetings are held each month from 9:30 am to approximately 11:30 am. Please note the meetings are located at 201 West Broward Blvd., Room 104b, Fort Lauderdale. For additional information email Pam Romack at [pamela\\_romack@apd.state.fl.us](mailto:pamela_romack@apd.state.fl.us)

### Supported Living Coaches Meeting

These meetings are designed to provide information and foster shared problem solving among Supported Living Coaches. Please note the meetings are located at 201 West Broward Blvd., Room 104b, Fort Lauderdale. For additional information, email Cora Brown at [cora\\_brown@apd.state.fl.us](mailto:cora_brown@apd.state.fl.us)

### Local Review Committee Meeting

Every Thursday of each month, the local Behavior Analysts' Local Review Committee meets to review consumer behavioral plans to ensure that the provision of behavior analysis services and the procedures used are humane, ethical and effective. Consumers' names are deleted to protect their privacy. If you are not a regular member of the committee, please R.S.V.P. to Haydee Toro at [haydee\\_toro@apd.state.fl.us](mailto:haydee_toro@apd.state.fl.us)

### Supported Employment Coaches Meeting

These meeting are designated to provide information and problem solving for Supported Employment coaches. Please note: the meetings are located at 201 W. Broward Blvd., Ft Lauderdale. See meeting grid for room number. For additional information, email Cora Brown at [cora\\_brown@apd.state.fl.us](mailto:cora_brown@apd.state.fl.us)

### Group/Foster Home Provider Meeting

Group/Foster Home Providers meet on two different dates each month. One of the goals of these meetings is to improve the quality of service delivery through learning and reviewing policies and procedures from APD staff and networking with other group/foster home providers. Please email Teisha Fender at [teisha\\_fender@apd.state.fl.us](mailto:teisha_fender@apd.state.fl.us)

### Area 10 Family Care Council Meeting

The Family Care Council (FCC) is actively seeking new members and community participation. The Family Care Council is an independent and nonpartisan body. The primary functions of FCC are to assist in providing information and outreach to families, review the effectiveness of APD programs and make recommendation with respect to program implementation, advise Area APD administrators with respect to the community and family support system in the area and meet and share information with other area family care councils. Public discussion is always encouraged and welcomed from waiver support coordinators, providers, family members and all consumers of developmental disability services. For more information please contact the Area 10 FCC Liaison, Jameela Abdul-Malik at 954-467-4343 or email at [jameela\\_abdul-malik@apd.state.fl.us](mailto:jameela_abdul-malik@apd.state.fl.us) or you may visit the State Family Care Council site at <http://www.fccflorida.org/>

## Community Training/Resources that may be of interest

### "PRE-SERVICE SUPPORT COORDINATOR TRAINING"

Three Private Providers conduct Pre-service Waiver Support Coordinator (WSC) training. Participants must have written prior approval to attend from the area in which they intend to practice. This training is designed first for new Waiver Support Coordinators and as space is available for area support coordinators. This training is not for practicing Support Coordinators who have already attended statewide pre-service training. For detailed information and future training dates call:

J.R. Steinberg  
39 NW 166th Street; Suite 7, North Miami, Florida 33169  
Cell (786)-586-2263 Fax 305-949-5972  
E-mail [UREnabled@aol.com](mailto:UREnabled@aol.com)

Avanti Support Inc.  
Vida Sims  
555 Biltmore Way Suite, 204  
Coral Gables, Fl. 33134  
Phone: Cynthia Saulan (305) 255-5363 Fax: (305)235-2360

Shani Stoutt  
Phone: (954) 624-6442  
(954)584-9022  
E-Mail: [hosh1921@att.net](mailto:hosh1921@att.net)

Broward County Health Department  
Various Health Training Sessions  
Contact: Samantha Ragor at 954-467-4807 a registration form will be sent to you prior to the class.  
LOCATION  
780 SW 24<sup>TH</sup> Street  
Ft. Lauderdale, Fl

"One Beat"  
Nationally Certified CPR Instructors:  
First Aid: PALS: CPR: ACLS: AED: HIV (Blood borne Pathogens)  
We help you learn how to react to: Drowning, Heart Attack, Stroke Symptoms, Child & elderly Emergenci  
We will come to you! Classes taught in English or Spanish.  
Call: (954)321-5305  
American Heart Association/American Safety & Health Institute Curriculum.  
All cards will be received upon completion of course

Broward CPR & Instructional Services  
CPR, First Aid, HIV, Bloodborne/Airborne Pathogens, AED Training  
An American Heart Association Registered Training Site  
Call: Office 954-721-1992 Mobile 954-815-3473  
Email: [Browardcpr.net](mailto:Browardcpr.net)

Creating Simple Solutions, LLC  
ASHI (American Safety & Health Institute) Certified CPR Instructors:  
CPR/AED training, First Aid, HIV (Blood borne Pathogens), Domestic Violence  
We will travel to you...  
CALL MAUD: (305) 898-5930 CALL MARIE: (786) 239-2255  
Email: [mesimeon@gmail.com](mailto:mesimeon@gmail.com)  
All cards will be received upon completion of course

ARC Broward's LEARNING INSTITUTE  
Offers meaningful and informative training to direct support professionals like you!  
HIV, First Aid, CPR, Professional Crisis Management, Applied Behavior Analysis... AND MORE!  
For more information, please contact us!

Visit [www.arcbrowardlearning.com](http://www.arcbrowardlearning.com) or call (954) 746-9400 and ask for the Learning Institute

Emergency Care Training Academy, Inc.  
American Safety & Health Institute  
CPR/AED, Basic First Aid, HIV (Bloodborne Pathogens)  
Domestic Violence, HIPPA Compliance, Alzheimer's Training  
ACLS, PALS, First Responder  
Call Sean Alexander, PH.D., SR. Instructor: (954) 456-0398  
Email: [sean@ectacademy.com](mailto:sean@ectacademy.com)

## Broward County Websites That May Be of Interest

This website includes important health information and emergency preparedness essentials. Also check out their HIPAA policy compliance statements. It might be a template that you can use for your agency. If you are a person we serve, it is good example of the type of protection you should expect from your providers. Check it out at <http://www.browardchd.org/home.htm>

### BROWARD TRAINING COLLABORATIVE WEBSITE

This website, hosted by the Children's Service Council of Broward, is becoming the "one stop" for information about training taking place in Broward County. To view upcoming training offered by various agencies and private consultants or to post trainings visit the website at: <http://training.cscbroward.org>

### Florida Alliance for Assistive Service Technology

FAAST envisions a seamless supportive partnership between Florida business and government to provide assistive technology products and services which will enable persons with disabilities to participate in independent living, education, world and recreation from birth to death. There are many interesting resources listed at <http://faast.org/>

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## Employment Websites

Work Force One: <http://www.broward-workforce.org/>  
Broward County: <http://www.co.broward.fl.us/careers/welcome.htm>  
Palm Beach County: <http://www.co.palm-beach.fl.us/pubInf/Jobs/>  
Dade County: <http://www.miamidade.gov/jobs/pgejobwelc.asp>  
Federal Government: <http://www.usajobs.opm.gov/>

### Broward Cities

Coconut Creek-<http://www.creekgov.net/jobs/default.asp>  
Coral Springs-<http://www.coralsprings.org/employment/index.cfm>  
Dania Beach-<http://ci.dania-beach.fl.us/Jobs.asp>  
Davie-[http://www.davie-fl.gov/Gen/DavieFI\\_HumanResr/JobOpportunities](http://www.davie-fl.gov/Gen/DavieFI_HumanResr/JobOpportunities)  
Deerfield Beach-[http://www.deerfield-beach.com/careers/careers\\_job.htm](http://www.deerfield-beach.com/careers/careers_job.htm)  
Fort Lauderdale- <http://info.ci.ftlaud.fl.us/jobs/jobs.htm>  
Hallandale Beach-<http://www.ci.Hallandale.fl.us/hr/personnel.html>  
Hollywood-[http://www.hollywoodfl.org/human\\_res/Hlwd\\_hr.htm](http://www.hollywoodfl.org/human_res/Hlwd_hr.htm)  
Lauderdale Lakes-<http://http://www.lauderdalelakes.org/>  
Lauderhill-[http://www.lauderdalehill.net/hr\\_oppo.html](http://www.lauderdalehill.net/hr_oppo.html)  
Lighthouse Point-<http://www.lighthousepoint.com/employment.cfm>  
Miramar-[http://www.ci.Miramar.fl.us/hr/hr\\_home.html](http://www.ci.Miramar.fl.us/hr/hr_home.html)  
North Lauderdale-<http://www.nlauderdale.org/hresorce/hresource.html>  
Oakland Park-[http://oaklandparkfl.org/jobs\\_HR.htm](http://oaklandparkfl.org/jobs_HR.htm)  
Parkland-<http://www.cityofparkland.org/departments/personnel/joblisting.htm>  
Pembroke Pines-<http://www.pppines.com/humanres/jobs.html>  
Plantation: <http://www.plantation.org/personesl.html>  
Pompano Beach-<http://www.ci.pompano-beach.fl.us/directory/hr/index/htm>  
Southwest Ranches-<http://www.southwestranches.org/>  
Tamarac-<http://www.tamarack.org/Dept/pers/jobs3.html>  
Wilton Manors-[http://www.wiltonmanors.com/dept\\_hr.html](http://www.wiltonmanors.com/dept_hr.html)

## OTHER INFORMATIVE WEBSITES

Consumer-Directed Care Plus is an innovative program to help a consumer decide how best to meet his/her individual care needs. Within a budget, a consumer or his/her Representative decide how to purchase and supervise services. Visit the website for additional information at <http://www.apd.myflorida.com/cdcplus/>

### Training Resource Network Disability Update

Visit <http://www.trninc.com/> for updates in the field and to download a free copy of the Catalog. TRN Announces Electronic Training Briefs You can Print on Demand. Hiring new staff or having a training, meeting or class and want pre-formatted handouts? TRN now offers inexpensive 2-4 page briefs and forms that focus on a disability topic and provide up-to date and useful information for training. Once you purchase them, they are sent electronically and you can print copies as needed. Current topics are employment related: Introduction to Supported Employment, The Role of Employment Specialist /Job Coaches, Accommodations, Successful Job Interviews, Using Alternative Communications at work....<http://www.trninc.com/trainingbriefs/training/briefs.asp> Nonprofit Matters

This new on line version of the Nonprofit Resource Center resource publication features articles of effective management of your non-profit organization. Check it out @<http://www.cfbroward.org/new/nrcnewsletter.html>

### Delmarva Website

"The Florida Statewide Quality Assurance Program for Developmental Service Home and Community Based Waiver (FSQAP) represents a departure from typical, program-based, developmental services system. This program will measure the success of service and supports from the consumer's perspective. The goal of this person-centered approach is to provide persons with developmental disabilities the services they need to lead rich and fulfilled lives. The website contains needed information and tools to facilitate your compliance with Delmarva standards. <http://www.dfmc-florida.org/index2.htm>

Selective Mutism is a psychiatric disorder most commonly found in children, characterized by a persistent failure to speak in select settings. Learn more about the causes, symptoms, treatment for those with this disorder at [selectivemutismfoundation.org](http://selectivemutismfoundation.org)



## January 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Group Home Provider Meeting 9:30 am  Zero Tolerance <b>1:00 PM</b>	4 Group Home Provider Meeting 9:30 am  Supported Living Coaches Meeting Supported Employment Coaches Meeting <b>1:00 pm-2:00 pm</b>	5 Core Competency Introduction to Developmental Disabilities 9:30 am  Local Review Committee 8:30 am	6
9 Core Competency Health & Safety 9:30 am	10 Person Centered Planning and Implementation for Providers Part A <b>1:00 pm</b>	11	12 Local Review Committee 8:30 am	13 Family Care Council Meeting 9:30 am Room 504
16 Martin Luther King Jr. Birthday	17 Supported Employment Pre- service 9:00 AM	18	19 Waiver Support Coordinators Meeting 9:30 am Local Review Committee 8:30 am Person Centered Planning and Implementation for Providers Part B <b>1:00 pm</b>	20
23 Core Assurances 9:30 am	24 Supported Employment Pre- service 9:00 AM	25	26 Choice and Rights 9:30 PM  Local Review Committee 8:30 am	27
30 Social Security Work Incentives 9:00 am	31 Social Security Work Incentives 9:00 am			



## February 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>1</b> Zero Tolerance 9:30 am	<b>2</b> Group Home Provider Meeting 9:30 am Local Review Committee 8:30 am	<b>3</b>
<b>6</b> Group Home Provider Meeting 9:30 am	<b>7</b> Core Competency Introduction to Developmental Disabilities 9:30 am	<b>8</b> Core Assurances 9:30 am Supported Living Coaches Meeting Supported Employment Coaches Meeting <b>1:00 pm-2:00 pm</b>	<b>9</b> Person Centered Planning and Implementation for Providers Part A 9:30 am Local Review Committee 8:30 am	<b>10</b> Family Care Council Meeting 9:30 am 504
<b>13</b> Person Centered Planning and Implementation for Providers 9:30 AM Part B	<b>14</b>	<b>15</b> Implementation Planning 9:30 am Documentation 1:30 pm	<b>16</b> Waiver Support Coordinators Meeting 9:30 am Local Review Committee 8:30 am	<b>17</b>
<b>20</b> Core Competency Health & Safety 9:30 am	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>27</b>	<b>28</b> Choice and Rights 9:30 am	<b>29</b> Service Specific 9:30 am		

## March 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			<b>1</b> Zero Tolerance 9:30 am  Local Review Committee 8:30 am	<b>2</b>
<b>5</b> Core Competency Introduction to Developmental Disabilities 9:30 am	<b>6</b> Group Home Provider Meeting 9:30 am	<b>7</b> Group Home Provider Meeting 9:30 am Supported Living Coaches Meeting Supported Employment Coaches Meeting <b>1:00 pm-2:00 pm</b>	<b>8</b> Core Assurances 9:30 am  Local Review Committee 8:30 am	<b>9</b> Family Care Council Meeting 9:30 am 504
<b>12</b>	<b>13</b> Core Competency Health & Safety 9:30 am	<b>14</b> Person Centered Planning and Implementation for Providers 9:30 AM Part A	<b>15</b> Waiver Support Coordinators Local Review Committee 8:30 am	<b>16</b>
<b>19</b>	<b>20</b>	<b>21</b> Person Centered Planning and Implementation for Providers 9:30 AM Part B	<b>22</b> Medical Records Documentation 10:00 am Local Review Committee 8:30 am	<b>23</b>
<b>26</b>	<b>27</b> Policy and Procedures 9:30 am	<b>28</b>	<b>29</b> Choice and Rights 9:30 am Local Review Committee 8:30 am	<b>30</b>