

Area 3 Training and Information Calendar

May 2011 – August 2011

**Jim Smith, Area 3 Administrator
Office Address: 1621 NE Waldo Road – Building 1
Gainesville, Fl. 32609
Phone: 352-955-6061**



IMPORTANT REMINDERS

- There is no fee for training offered by Area 3 staff.
- You must pre-register in advance for all training and receive confirmation of your attendance.
- If you must cancel, please call Delores Robinson at (352) 955-5798 or send an email to Delores_Robinson@apd.state.fl.us.
- Please be on time. If you are more than fifteen minutes late, you may not be admitted to the training.
- Agencies staff and individuals that consistently do not attend or do not cancel reservations may be subject to denial of future registration for training.
- Please check the location, time and address for each training listed.
- Training marked “Full” on the website means that no additional registrations are accepted.
- Cancelled training will be posted on the website and registered participants will be notified by phone or email.

The Agency for Persons with Disabilities (APD) is committed to full compliance with the Americans with Disabilities Act (ADA). Persons who desire accommodations should contact Delores Robinson, at Delores_Robinson@apd.state.fl.us or (352) 955-5798 and/or Eileen O'Brien, APD ADA Coordinator, at eileen_o'brien@apd.state.fl.us or (813) 233-4317. Please call at least 72 hours prior to the event to allow time to arrange your accommodation.

Online Registration Instructions: <http://apd.myflorida.com>

- Click on Area Offices
- Select Area 3
- Scroll down to Area Training Information
- View Area 3 Training Calendar and Courses
- Click Online Registration

You will receive an e-mail confirming your request within 24 hours. Your request may be denied due to availability of space.

Participants that successfully complete the training will receive a certificate.

Trainings:

Area 3 Specific Training for Waiver Support Coordination

This is mandatory training for new waiver support coordinators. This training provides the twenty-six hours of required area specific training for all new waiver support coordinators. Training covers an overview of Medicaid Waiver services and the policies and procedures specific to Area 3 office.

Dates: TBA
Time: 8:30AM- 4:00PM
Location: APD Conference Room
Contact: Synester Rollins at 352-955-7192

Background Screening

For agency directors and independent providers. Training will cover the new changes, disqualifying offenses, how to read the FDLE reports, what is an initial screening; what is a 5-year rescreening; what to send to FDLE for each screening; what happens when you receive a rejected notification and live scan process.

Date: June 16, 2011
Time: 10:00am -12:00pm
Location: Tacachale Staff Development
Contact: Delores Robinson at 352-955-5798

Choices and Rights

This training will provide information that will enable providers to educate and assist consumers to exercise their rights and make informed choices with an understanding of their rights.

Date: June 23, 2011
Time: 9:00 -12:00pm
Location: Tacachale Staff Development;

Core Competencies: Introduction to Developmental Disabilities and Health and Safety

Part One: Introduction to Developmental Disabilities - The purpose of the course is to introduce you to the philosophies, terminologies and concepts that will allow you to support people with disabilities.

Part Two: Health and Safety - Purpose is to equip participants with the knowledge and skills to provide maximum health and safety standards to people with developmental disabilities.

Date: August 11, 2011 – Part One: Introduction to Developmental Disabilities
Time: 9:00am – 3:00pm
Location: Tacachale Staff Development; Gainesville

Date: August 18, 2011 – Part Two: Health and Safety
Time: 9:00am – 3:00pm
Location: Tacachale Staff Development
Contact: Delores Robinson at 955-5798

Please print and bring to class the Introduction to Developmental Disabilities and Health and Safety Participant's Manuals located on Area 3 website.

Note: Core Competency training may be taken Online Training via APD website:

http://workforce.tcc.fl.edu/training/apd_training

Register at least one day prior to the training. If you experience problems with the registration, please call the Help Desk at (866) 605-7274. There is a \$15.00 fee for each training.

Documentation and Required Training for Services

This is required training for all agencies staff and solo providers. Training will cover the required documentation for billing for services; information that must be maintained in the file; documentation that must be submitted to the Waiver Support Coordinator and the required training for services as outlined in the Medicaid Waiver handbook. You will receive resources you need to comply with billing and monitoring requirements.

Date: May 26, 2011
Time: 9:00am– 1:00pm
Location: Tacachale Staff Development
Contact: Delores Robinson at 352-955-5798

Medication Rule – 65G-7 Policy

Training will cover the Administration Code 65G-7 Medication Administration policy. Note: This training does not certify participants to administer medication.

Date: TBA
Time:
Location: APD Upstairs Conference Room; 1621 NE Waldo Road; Gainesville; 32609
Limit: 10 per training
Contact: Delores Robinson at 352-955-598

Medicaid Waiver Handbook; Core Assurances and Waiver Agreement

This is required training for all agencies staff and solo providers. Training will cover the following: Medicaid Waiver Services Agreement and Core Assurances, and Introduction to the Florida Medicaid Developmental Disabilities Waiver Services Coverage and Limitations Handbook and its appendices.

Date: July 7, 2011
Time: 9:00am – 1:00pm
Location: Tacachale Staff Development; Gainesville
Contact: Delores Robinson at 352-955-5798

Note: Bring to class a copy of the Developmental Disabilities Waiver Services Coverage and Limitations Handbook -May 2010. The Developmental Services Waiver Coverage and Limitations Handbook can be found on the APD website under the Medicaid Waiver heading. (<http://www.apd.myflorida.com/waiver/>)

Implementation Planning

Training will cover the components of an implementation plan, the support plan process and timeframes for development of the implementation plan for goals identified. This training is required for all providers that provide training services.

Date: August 31, 2011
Time: 9:00am – 1:00pm
Location: Tacachale Staff Development
Contact: Delores Robinson (352) 955-5798

Person Centered Planning for Providers

This training replaces Personal Outcomes Overview for providers.

Date: July 21, 2011
Date: August 25, 2011
Time: 9:00 – 4:00pm
Location: Tacachale Staff Development
Contact: Delores Robinson (352) 955-5798

Supported Employment Pre-Service Training

Supported Employment Certification Training (Part One and Part Two) is now available online. 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>.

Requirements for becoming a supported employment coach:

- Independent vendors and employees of agencies who render services must have a bachelor's degree from an accredited college or university with a major in business, nursing, education, or social, behavioral or rehabilitative science or year for year equivalent experience.
- Agency and Solo providers attend 18 hours of pre-service training prior to assuming job responsibilities
- Agency and Solo providers attend at least eight hours of annual in-service training related to supported employment.

For Classroom training contact Jennifer Valenzuela – (352) 955-5121

Residential Licensure Orientation

This is a mandatory orientation for anyone who is interested in opening an APD-licensed Foster or Group Home for persons with developmental disabilities. The focus will be on the process to become a licensed residential provider.

Topics: Florida Administrative Code 65G-2 Licensure of Residential Facilities; application packet; policies and procedures for residential services; personnel and training requirements; consumer records; required inspections; license tool/correction action plan and disciplinary action.

Date: June 7, 2011
Time: 9:00am – 2:00pm
Location: Tacachale Staff Development
Contact: Alice Stanciu - (352) 955-5769. Registration is required

Reactive Strategies Rule: Chapter 65G-8

This is a mandatory training for all new Medicaid Waiver providers. Training will cover implementation of Chapter 65G-8 Reactive Strategy Rule and how the Rule impacts on Agency for Persons with Disabilities consumers and providers.

Date: TBA
Time: 9:00am – 12:00pm
Location: Tacachale Staff Development
Target Audience: New Medicaid Waiver Providers
Trainer: Elaine Hutchison, Ph.D., BCBA at 352-955-5230
Participants Limit: 25 – Registration is required
Contact Delores Robinson at 352-955-5798 or Elaine Hutchison at 352-955-5230

Supported Living 18 Hour Pre-Service Training

This training is for those persons who are qualified according to guidelines in the Florida Medicaid Developmental Disabilities Waiver Services Coverage Limitations Handbook. Qualified persons must attend this 18 hours training prior to providing supported living services. For qualifications refer to the Waiver Handbook

Date: To Be Announced
Contact: Jennifer Valenzuela – (352) 955-5121

Zero Tolerance and Incident Reporting

Training is required for all Medicaid Waivers providers prior to providing direct services and at least once every three years. The purpose of the Zero Tolerance course is to teach direct care providers, support coordinators, and any person providing care or support to an APD client on behalf of the Agency or its providers about abuse, neglect and exploitation of persons with developmental disabilities. Training will cover information on recognizing the signs and symptoms of sexual abuse and reporting requirements and the policy and procedures for incident reporting.

Date: July 14, 2011
Time: 9:00am– 2:00pm
Location: Tacachale Staff Development
Contact: Delores Robinson at 352- 955-5798

ADDITIONAL TRAINING INFORMATION

Mandatory Required Training for Medicaid Waiver Providers and Employees. List of training is found in the Medicaid Waiver Handbook - Appendix A – Core Assurances. Training must be taken within 90 days of employment or as stated. Refer to the handbook for the timeframe for all required training prior to rendering services.

- **Emphasis on Individual Choice and Rights**
- **The responsibilities of and procedures for maintaining the health , safety, and well being of recipients served**
- **Recognition of abuse, neglect, and required reporting procedures, to include domestic violence and sexual assault**
- **Development and implementation of the required documentation for each waiver service.**
- **The Medicaid Waiver Services Agreement and its Attachment; The Developmental Disabilities Waiver Services Coverage and Limitations Handbook and its appendices.**
- **Other training specific and appropriate to the need of the recipients served by the provider and required for specific services listed in the Developmental Disabilities Waiver Services Coverage and Limitations Handbook, which the provider is eligible to provide.**
- **Core Competencies (Introduction to Developmental Disabilities/Health and Safety) within 90 days of employment or enrollment to provide services.**
- **Zero Tolerance Training. Must be taken prior to rendering direct care services. Training must be completed at least once every three years.**

Provider shall maintain documentation for the above training to include the training topic, length of training session, date and location of training, name and signature of trainer, name of person in attendance. Proof of training shall be on file and available for monitoring and review.

Online Web-based Training

Baker Act Training Online

As a substitute for attending a face-to-face training offered only once every 2 years, you may take the online course free by registering at [website:http://www.bakeracttraining.org](http://www.bakeracttraining.org).

Background Screening Training

This online training introduces you to the minimum background screening requirements imposed by Florida Law.

Website: <http://www.dcf.state.fl.us/admin/training.shtml>

Core Competency - Introduction to Developmental Disabilities/ Health and Safety

Part One- Introduction to Developmental Disabilities - Part Two- Health and Safety By completing the two courses (Introduction to Developmental Disabilities and Health & Safety), direct care staff will meet the core competency training requirement found in Section 2.1 (7) of the July 2007, (effective 12/3/08) Florida Medicaid Developmental Disabilities Waiver Services Coverage and Limitation Handbook. This training may be completed using the Department's web-based instruction or classroom instruction by a certified trainer. The provider shall maintain on file for review, adequate and complete documentation of completion of training and the participation of its employees.

- **To Access:** Go to website :http://workforce.tcc.fl.edu/training/apd_training
- **Follow instructions to register**
- **You must register at least one business day prior to taking any course.**
- **There is \$15.00 fee for each course.**

Zero Tolerance

The purpose of the Zero Tolerance course is to teach direct care providers, support coordinators, and any person providing care or support to an APD client on behalf of the Agency or its providers about abuse, neglect and exploitation of persons with developmental disabilities. It will provide information about how often these types of crimes happen and describe how and why these crimes usually occur. This training will provide you with the tools to identify potentially dangerous situations and tell you how to report that information. This course will provide you with information about things you can do to help prevent abuse, neglect, and exploitation from happening in the first place. Completion of this course will satisfy the new training requirements for all individuals providing services to APD clients under the Medicaid Waiver program and to residents of APD-licensed residential facilities (as described in Florida Administrative Code 65G-2).

- **To Access:** Go to website :http://workforce.tcc.fl.edu/training/apd_training
- **Follow instructions to register**
- **You must register at least one business day prior to taking any course.**
- **There is \$15.00 fee.**

If you have trouble logging into or navigating, the web-based courses Contact Tallahassee Community College help desk: 1-866-605-7274. This line is open between 8 a.m. and 8 p.m. Mondays through Thursdays; and from 8 a.m. to 5 p.m. on Fridays.

EDS Online Web Portal Billing Training and Training Materials

Online Billing Training

Free online Billing Training and Information for Medicaid Waiver Providers at Website: <http://www.mymedicaid-florida.com> for EDS Florida Medicaid Fiscal Agent Web Portal for Providers. Contact Information: 1-800-289-7799; Option 7.

Classroom Billing Training – May 2011 – December 2011

Training will cover setting up your free online Web Portal Account; Performing claim searches and eligibility verification; Viewing electronic remittance advice images; Submitting adjustments and voids; billing with Third Party Liability and Medicare

Dates: May 17th; June 21st; July 19th; August 16th; September 20th; Oct. 25th;
Nov. 15th; Dec. 20th
Time: 9:00 AM – 11:30AM
Location: Area 3A Medicaid Office; 14101 NW Highway 441; Suite 600;
Alachua; 32615
Register: Email: Dominique.Watson@hp.com

HIPPA (Health Insurance Portability and Accountability Act) Online Training

This is a mandatory training for new Medicaid Waivers Providers and annually required for all Medicaid Waivers providers and staff. This training informs providers of their responsibilities related to the implementation of the Health Insurance Portability and Accountability Act legislation that addresses Protected Health information.

To access the training go to <http://www.dcf.state.fl.us/admin/training.shtml>

- Stroll down and click on **HIPPA Training for Employees and Business Associates**
- After completing the training, register and print your certificate of completion.
- Click on Option #3 – Non-DCF employee without intranet access to the DCF Intranet.

Security Awareness Training Online Training

This is a mandatory training for all Waivers Support Coordinators. This training provides a brief overview of the Agency's rule and guidelines concerning computer security

- To access the training go to <http://www.dcf.state.fl.us/admin/training.shtml>
- Stroll down and click on **Security Awareness Training**
- After completing the training, register and print your certificate of completion.
- Click on Option #3 – Non-DCF employee without intranet access to the DCF Intranet.

Delmarva Interactive Web-based Training Modules

Delmarva offers training and education that you can take from your home computer. A variety of topics are designed for individuals with developmental disabilities and their supports and to work in concert with efforts established by the Agency for Health Care Administration and the Agency for Persons with Disabilities. This training is optional information that is beneficial to both persons served by APD, families and providers but will not meet any state training requirements.

Current Available Modules:

- >Desk Review
- >Empowering Families
- >Introduction to Implementation Planning
- >Medication Review
- >Preventative Health Care

- >Protecting Individual Rights
 - >Recognizing & Reporting Abuse
 - >Results Focus Reviews/ Overview of Core & WiSCC
 - >Ethical Issues in Providing Supports
 - >Medication Highway
 - >Quality Enhancement
- To register go to www.dfmc-florida.org

Training Resources

Behavior Services Training

This is a 20-hour curriculum necessary for certification as a Behavior Assistant medicaid waiver provider. The curriculum content focuses on basic principles and procedures of Applied Behavior Analysis.

Listed are CBA providers approved by the Area 3 Behavior Analyst to provide the 20 hours Behavior. The rates varies, contact the provider for fees.

<u>CBA provider/Agency</u>	<u>Email Address</u>	<u>Phone</u>
BASS	lister@behavioralsupports.com	(352)333-8588
Choice Behavior Services	choicebehavior2@mac.com	(352)262-6525
Greg Jansen	CBA752@msn.com	(352)373-1602
Janice Gaboury	janicegaboury@hotmail.com	(352)246-7012
Nani Murthy	ehken2004@yahoo.com	(386)752-8593
Best Behavior (Ocala)	bestbehavior@aol.com	(352)694-7201

Reactive Strategies Rule and Approved Curriculums

To access complete information on the Reactive Strategies Rule go to the APD website: apd.myflorida.com; Click on Providers; Scroll down to “Behavior Services Resources”; Click on “Rule Chapter 65G-8” then Click on “Emergency Procedures Curriculum Review Tracking” to see a list of approved curriculums. For additional information contact, Elaine Hutchison, Ph.D., BCBA, Area 3 Behavior Analyst at 352-955-5230 or email; Elaine_hutchison@apd.state.fl.us

Domestic Violence

An online tutorial training

Website: <http://www.dcf.state.fl.us//admin/training.shtml>

CPR and First Aid Training

Alachua County Fire Rescue –352-384-3101

American Heart Association –352-337-8150

American Red Cross North Central Florida Chapter- 352-376-4669

North Central Florida Safety Council – 377-2566

HIV/ Aids and Blood Borne Pathogens Training

American Red Cross of North Central Florida Chapter – 352-376-4669
North Central Florida Safety Council – 377-2566
Suwannee River AHEC – 386-462-1551
Alachua County Health Department – 352-334-7900
Tacachale – 352-955-5765

Medication Administration Training 65G -7

Required training for all direct care staff and providers prior to working with individuals that require assistance or supervision of medication. Below is a list of providers in Area 3 that have approved curriculums to provide the certification training for administration of medication. Note: not all providers listed provide training to individuals outside of their organization.

<u>Provider/Agency</u>	<u>Email Address</u>	<u>Phone</u>
Independent Alternatives	Independentalternatives@gmail.com	352-871-6962
Christine Wilson, RN	BCWilson05@netzero.net	352-318-0975
Herring Group Home	ther539161@aol.com	352-372-5428
Sandralene Combs, RN	combscare@windstreram.net	386-623-4105
ARC of Alachua	vcarrington@arcalachua.org	352-334-4060
North Florida Care & Comfort	woodyb@shands.ufl.edu	352-283-4717 or 352-222-3191
Shirley Green, RN	greensa@cox.net	352-336-2572
CARC	cjewett@lakecity-carc.com	386-752-1880
Amanda Vinson	avinson_32608@yahoo.com	352-215-9401
Comprehensive Com. Services	dglee_ccs@windstream.net	386-362-7143
Carolyn Lightner, RN, MSN, CDDN	clcddn@aol.com	352-371-2724
Conducive learning Corporation	conducivelearningcorporation@yahoo.com	352-484-1137
Laura Hall	anslev3@bellsouth.net	386-328-2518
McColm Homes, Inc.	mccolm_v2@hotmail.com	386-328-1373
HCP Services	hcpservices@bellsouth.net	352-284-2336

A complete list of all state approved Medication Administration Curriculums and trainers are available in the area office. For additional information, contact Lucy Degenhardt, RNS at 352-955-5780 or email: Lucy_degenhardt@apd.state.fl.us

Tacachale Staff Development

To register for courses refer to the Tacachale Staff Development Quarterly Training and Projection Calendar or call 955-5765.

- HIV/AIDS and Blood borne Pathogens
- AIDS Awareness Training and AIDS Update
- Fire Safety
- Zero Tolerance
- Core Competencies Part One - Introduction to Developmental Disabilities

Note: Other trainings may be available

Waiver Support Coordination Pre-Service Approved Trainers

Trainers provides the mandatory training required for certification as a waiver support coordinator

Shani Stoutt 1921 SW 44 Terrace Ft. Lauderdale, FL 33317 (954) 584-8997 hohs1921@att.net	Becky Marks Support Associates of Tampa Bay, Inc. P. O. Box 272656 Tampa, Florida 33688 (813) 908-6773 lbsatb@msn.com	David Alexander 202 Sykes Loop Dr. Merritt Island, FL 32953 (321) 453-3437 davidalexander1815
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Access the website at <http://apd.myflorida.com/waiver/support-coordination/pre-service-trainers.htm>

Resourceful Websites

Autism Society of America: <http://www.autism-society.org>
The Council on Quality and Leadership: www.thecouncil.org
Florida Developmental Disabilities Council, Inc.: www.fddc.council.org
Able Trust: <http://www.abletrust.org>
Disabilityinfo.gov: www.disabilityinfo.gov
SCORE- Counselors to America's Small Business: www.scoregainesville.org
Training Finder Real-time Affiliate Integrated Network (TRAIN): www.TRAIN.org
PACER Center Champions For Children with Disabilities: <http://www.pacer.org>
Family Network on Disabilities of Florida, Inc: <http://www/fnd@fndl.org>
Florida Department of Health: <http://www.doh.state.fl.us>
Suwannee River Area Health Education Center: srahec@srahec.org
National Center on Physical Activity and Disability: mthiru1@UIC.EDU
American Association on Intellectual and Developmental Disabilities: www.aaid.org
Epilepsy Association of Central Florida: <http://www.epilepsyassociation.org>
Agency for Health Care Administration/Medicaid : <http://ahca.myflorida.com/medicaid/>
Florida Department of Business and Professional Regulation, Bureau of Child Labor
myfloridalicense.com/dbpr/reg/childlabor
Florida New Hire Reporting Center, newhirereporting.com/fl-newhire
Federal U.S. Department of Labor, Wage And Hour Division dol.gov/esa/whd
U.S. Dept. Of Labor Occupational Safety And Health Administration
osha.gov/dcsp/smallbusiness

Area 3 Monthly/Quarterly Meetings

Family Care Council Monthly Meeting

Date: Fourth Tuesday of every month
Time: 4:30pm
Location: 1621 NE Waldo Road; Gainesville; APD Conference Room -Building 1

The Family Care Council meets the 4th Tuesday of each month. The Family Care Council consists of volunteers who advocates for all people with developmental disabilities and their families. The purpose of the Family Care Council is to assist in providing information and outreach to families; review the effectiveness of APD programs and make recommendations about program implementation; advise the area administrator about policy issues

concerning community and family support systems in the area/region, and to meet and share information with other area/region Family Care Councils.

Note: Area 3 Family Care Council is seeking members. For additional information, contact Delores Robinson at 352-955-5798; email Delores_Robinson@apd.state.fl.us or Family Care Council at: FCC3A@att.net

Local Review Committee Monthly Meeting

Date: Third Wednesday of every month
Time: 9:00am -5pm (Open Meeting begin 12:30pm)
Location: Tacachale Staff Development
Contacts: Dr. Elaine Hutchison; LRC Committee Chairperson
Elaine_hutchison@apd.state.fl.us or
Donna Carle, Behavior Specialist at Donna_Carle@apd.state.fl.us

The Local Review Committee meets the 3rd Wednesday of every month. The Local Review Committee (LRC) is comprised of Certified Behavior Analyst. The LRC is responsible for ensuring that behavior analysis services provided to Agency for Persons with Disabilities consumers are legal, ethical and consistent with statewide guidelines and current standards of practice for the profession.

Medicaid Waiver Provider Quarterly Meeting

Date: To Be Announced
Contact: Debra Bullard at 955-7199

This meeting is for all Medicaid Waiver providers. The purpose of this meeting is to provide information on any policies and procedures and updates to the Medicaid Waiver program.

Quality Leadership Steering Committee Quarterly Meeting

Date: TBA
Time: 3:00pm
Location: 1621 NE Waldo Road; Gainesville; APD Conference Room located in Building 1

The Steering Committee meets the 3rd Wednesday of every third month. The Steering Committee consists of self-advocates, family members and other representatives. The primary focus of the steering committee is to ensure continuous improvement of service system operational practices. The committee is also responsible for providing guidance and information based on area specific and statewide data from Delmarva and other data sources to enhance the quality of services and appropriate outcomes in people served lives. Note: Area 3 Steering Committee is seeking Members. For additional information, contact Vernita Hughes at 352-955-5797 or Vernita_Hughes@apd.state.fl.us

Residential Services Quarterly Provider Meeting

Date: June 9, 2011
Time: 1:30 – 4:30
Location: Tacachale Staff Development - Gainesville
Phone registration contact Alice Stanciu (352) 955-5769

This meeting is for licensed residential providers and direct care staff of foster and group homes. The focus of this meeting is to provide information on any policies and procedures and updates related to residential services.

Supported Employment Quarterly Meeting

Date: To Be Announced
Contact: Jennifer Valenzuela – (352) 955-5121
This meeting is for all providers of Supported Employment Services. New and updated information will be shared along with refresher courses on specific topics.

Supported Living and In Home Support Quarterly Meeting

Date: To Be Announced
Contact: Jennifer Valenzuela – 352- 955-5121

This meeting is for all providers of Supported Living Services. New and updated information will be shared along with refresher courses on specific topics.

Waiver Support Coordination Monthly Meeting

Date: Second Thursday of every month
Time: 9:00am –12:00pm
Locations: To Be Announced
Contact: Charmaine Gibson (352) 955-5113