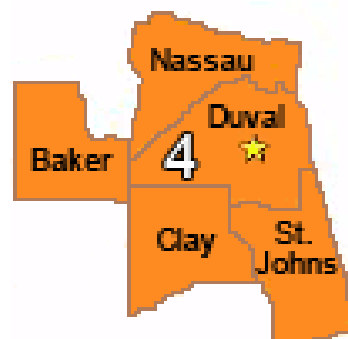![apd - agency for persons with disabilities - State of Florida]
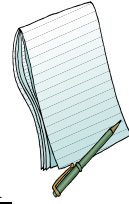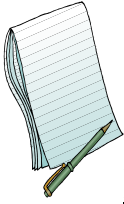

AREA 4

TRAINING CALENDAR

THE MISSION OF AREA FOUR

TO IDENTIFY OPTIONS FOR PEOPLE WITH DISABILITIES TO LIVE, HEALTHY, SATISFYING, PRODUCTIVE LIVES WITH A FOCUS ON WHAT MATTERS MOST TO EACH INDIVIDUAL.

We welcome you to the Agency for Persons with Disabilities
Area Four Training Calendar

JULY 2011 – SEPTEMBER 2011

Registration Information

To register for training click on the link below:

http://apdcares.org/area/4/area-4.htm

Please see the chart at the bottom of this page below for open registration dates

⇨ Once you get to the Area 4 training website, you will need to fill out all of the required information at the top of the registration page.

⇨ The bottom of the registration page lists all open trainings. Only open classes will be listed on the training registration webpage, therefore, if you do not see the class you wish to register for that class is either not being held that month, or is already full. Please see the chart at the bottom of this page for the dates that training registration opens.

⇨ Agency providers, please submit one registration per staff member you wish to enroll in training.

⇨ When you have completed your registration select Send Form at the bottom of the screen. **Please do not click on the "send form" link unless you are registering for an open training.** If you have any questions regarding training please email or call Kerrie Wimberly Pledger:

> Email: Kerrie_Wimberly@apd.state.fl.us
> Voice: (904) 992-2440

⇨ **You will receive an email from Kerrie Wimberly Pledger or Lyn Oaks notifying you that you have a seat in the class. You must bring this email with you to the training in order to be admitted. If you do not receive this email, you are not registered for the training.**

⇨ **Registration is done on a first come first serve basis**. All training classes provided by Area 4 are free of charge.

Dates for Open Registration

Date of Classes	Date Registration Posted Online
August 2011	July 8, 2011

Location: All trainings provided by APD Area 4 will be held at the address listed below, unless otherwise indicated:

3631-B Hodges Blvd.
Jacksonville, Fl 32224
(904) 992-2440

Training policies

Handouts: Handouts will not be given out in class. Copies of the handouts to be used in class will be sent to the email address given by the provider at the time of registration. Providers are expected to bring the handouts with them when they come to class.

Please allow ample time to get to the training. Our phone number is (904) 992-2440, if you get lost. **No admittance is allowed 15 minutes after the class is scheduled to start**. Providers who are more than 15 minutes late will be considered a no call no show.

We have no vending machines, coffee, or food, so please feel free to bring snacks.

Cancellation Policy:

⇨ Providers who register for training and are unable to attend must notify the Area 4 office, <u>no later than 48 hours</u> before the scheduled training date and time by phone or email. Please notify Kerrie Wimberly Pledger to cancel training (see contact information on page 2).

Training Enrolment Eligibility: Providers must have turned in their completed Medicaid Waiver Enrollment Application, including background screening, CPR, First Aid, and HIV training to the Area 4 Vendor Enrollment Specialist before attending classes. Training can be taken before a provider receives their provider number, as long as they have turned in their completed Medicaid Waiver Enrollment Application.

Training requirements: **All training must be completed before providing services to people.** New providers will not receive their Medicaid Waiver Services agreement until they have completed all of the mandatory trainings. Requirements for training are dependent upon the service provided. Please check the current *Developmental Disabilities Waiver Services Coverage and Limitations Handbook* for specific requirements. **The Quarterly Training Calendar WILL NOT meet all requirements listed in your Medicaid Waiver Services Agreement. <u>You must pursue your own educational opportunities as well.</u>**

Certificates: For multi-day classes, you must attend all scheduled days in order to receive a certificate. Please ensure that your name and contact information are printed clearly on the sign in form as they will be used for certificates and tracking purposes. Keep your certificates and agendas, as proof of attendance for your Delmarva review and your records. **We do not keep copies of certificates or replace lost certificates. Providers are responsible for retaining their documents.**

All of the following courses are mandated by the Core Assurances for All Providers

The following trainings are provided by the AREA 4 office

**Additional training, not provided by the APD Area 4 office
may be required for specific service providers**

⇨ **New Provider Orientation**
  - Taken at the Area 4 office
  - Agencies can provide training to their staff if the person designated by the agency to train the class completes the New Provider Orientation training at the area office

⇨ **Zero Tolerance**
  - Can be taken at the Area 4 office or on-line at Tallahassee Community College (see p. 5 for website)
  - Agencies can train their own staff if they have completed the Zero Tolerance train the trainer Class provided by the central office and have been approved by the Area 4 office (after they have been observed by Area 4 staff co-training the class)

⇨ **Core Competency**
  - Can be taken at the Area 4 office or on-line at Tallahassee Community College (see p. 6 for website
  - Agencies can train their own staff if they have completed the Zero Tolerance train the trainer provided by the central office and have been approved by the Area 4 office (after they have been observed by Area 4 staff co-training the class)

⇨ **Personal Outcomes Process(Person Centered approach/Choices and Rights)**
  - May be taken at any APD Area office or trained by the agency (suggest trainers have completed the Area 4 personal Outcomes Process training)

Service Specific Training

Please Check the Handbook for Specific Service Requirements

⇨ **Implementation Plans**
  - Required for providers of Residential Habilitation, Supported Employment, Supported Living and Adult Day Training
  - Taken at the Area 4 office
  - Agencies can provide training to their staff if the person designated by the agency to train the class completes the Area 4 Implementation plan training. In addition, the trainer must have an implementation plan that they have written approved by Area 4 staff.

⇨ **Supported Employment**
  - Currently offered at the Area 4 office. May be taken online or at another APD area office – if using standardized curriculum and verified by APD Area 4.
  - Only providers who have successfully completed the 2011 Supported Employment/SSWI curriculum can train supported employment.

⇨ **Supported Living**
  - May be taken at the Area 4 office or at another APD area office – if using standardized curriculum and verified by APD Area 4.
  - To become approved for training Supported Living Coaches and agencies must attend a 3-day class offered by the APD master trainers from the <u>central office </u>(annual class).

⇨ **Person Centered Planning**
  - Required for Waiver Support Coordinators
  - Taken at the Area 4 office only

Description of Classes

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New Provider Orientation

Trainers: APD Area 4 staff

This training is mandatory and must be completed before providing services. The class meets the following Core Assurance requirements:
  ⇨ Documentation
  ⇨ Service Specific training
  ⇨ Core Assurances
The following topics will also be discussed in this training: developmental disabilities (overview) The Medicaid Waiver Services Agreement and its attachments, The Developmental Disabilities Waiver Services Coverage and Limitations Handbook and its appendices, service authorizations, medication policy #65G-7, reporting unusual incidents, behavior strategies, people first language/ social capital, selection of providers/relationship with person and others, explanation of required training, good business practices, billing grid, and quality assurance and Delmarva.
Although this training is an overview to topics discussed in other in other classes, all other mandatory classes must be taken.
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Zero Tolerance

Trainers: Lakeshia Burke-Jones and Kerrie Wimberly Pledger

This training is mandatory and must be completed before providing services and every three years thereafter. The training can be taken online at Tallahassee Community College or at the APD Area 4 office. Providers who take Zero Tolerance online should print out their transcript as proof of training.

This course will provide training on recognizing the signs and symptoms of sexual abuse, assault, neglect and exploitation of persons with developmental disabilities and the Zero Tolerance mandates. The training also covers reporting procedures

Tallahassee Community College website:

http://www.tcc.fl.edu/index.php/tcc/about_tcc/workforce_development/continuing_education_and_training/apd_training/ew_apd_or_tcc_students
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Core Competency

Trainers: Janie Cromwell and Kerrie Wimberly Pledger

Both days of this training are mandatory and must be completed before providing
Services (Introduction to Developmental Disabilities & Health and Safety). The training can be taken online at Tallahassee Community College or at the APD Area 4 office. Providers who take Core Competency online should print out their transcript as proof of training. The Health and Safety portion of this training also meets the requirements for Infection Control and Health Safety and Wellbeing training.

The training consists of two modules:

Part I: Introduction to Developmental Disabilities:

This training is designed to introduce the participant to the philosophies, terminologies and concepts that will allow them to provide support to people with developmental disabilities.

Part II: Health and Safety

This training is designed to equip the participant with the basic knowledge and skills to provide/apply health and safety standards to people with developmental disabilities and to be able to share this knowledge with the people they serve.

Tallahassee Community College website:

http://www.tcc.fl.edu/index.php/tcc/about_tcc/workforce_development/continuing_education_and_training/apd_training/ew_apd_or_tcc_students

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Personal Outcomes Process/ Choices and Rights

Trainers: Cathy Guiry and Sherndina Moreland

The purpose of this training is to inform people about Personal Outcomes, choices and rights, the importance of the providers role, and how to integrate outcomes into services and supports.

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Implementation Plans

Trainers: Kerrie Wimberly and Nicole Francis

This training is mandatory for providers of the following services: Adult day Training, Non-Residential Support Services, Residential Habilitation, Supported Living, and Supported Employment. Providers of the services indicated above must complete this training before providing services. This training will provide information on the basic format and requirements for completing an implementation plan.

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Supported Employment

Classroom training:

Currently only Supported Employment Part One is available via classroom training. Providers must take both Part One and Part Two of the Supported Employment training prior to rendering services. APD is working to have both of these courses available in a classroom version later in 2011. Stay tuned to the Area 4 training registration website for upcoming classroom trainings.

Online training:

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 Supported Employment 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 (8) hours of annual in-service training related to supported employment.

Description: The four-day (parts one and two) supported employment training is mandatory for supported employment coaches. All four days (parts one and two) must be completed prior to rendering services. The training meets the 18 hours of pre-service training requirements for supported employment providers. The training will cover the history of supported employment, values, role of the coach, career planning, marketing, job development, and ongoing supports.

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Supported Living

Area 4 offers two different Supported Living trainings:

- Supported Living for New Providers – a more detailed training for brand new providers (those who have not had previous experience or knowledge of the APD system).
- Supported Living for Established Providers – for providers who are currently working in, or who have worked at an agency providing APD services. Providers who sign up for this training should already have basic knowledge of the Medicaid Waiver and of Supported Living services.

Trainers: Nicole Francis and Lakeshia Burke - Jones

Requirements for becoming a Supported living Coach:

Bachelor's Degree in nursing, education, social, behavioral or rehabilitative science

   Or has an

Associates Degree in nursing, education, social, behavioral or rehabilitative science
AND Work Experience: 2 years in related field (developmental disabilities)

   OR

Non-degree applicants: must have 4 years experience in related fields (nursing, education, social, behavioral or rehabilitative science) **or developmental disabilities**

The supported living training is mandatory for supported living coaches. Providers who wish to be supported living coaches must attend all three days of either the supported living training for established providers or the supported living training for new providers (see descriptions of each training above). Providers must complete (and receive a certificate) all of the Area 4 mandatory trainings (new provider, core competency, zero tolerance, and personal outcomes) prior to taking the supported living training. All three days of the supported living training must be completed prior to providing services. This training meets the 18 hours of pre service training requirements for all supported living providers. The training will introduce the *Developmental Disabilities Waiver services Coverage and Limitations Handbook* and the *Supported living Guidebook.* The training will also cover the history of supported living, eligibility, choice, role of the coach, health and safety strategies, quality of life and services.

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Person Centered Planning

Trainers: Terry Mothershed Neuman and Marty Hinkel Lyons

This two day training is required for Waiver Support Coordinators. The course is designed to provide participants with the best practices in the implementation of a person centered approach to support planning in Florida.

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To Register for Training See the Area 4 Online Training Registration

http://apdcares.org/area/4/area-4/

~ July 2011 ~						
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	**Notes:**					

~ August 2011 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 **New Provider Orientation** (9:30 – 5)	23 **Core Competency Day 1 (Intro to DD)** (9:30-3:30)	24 **Core Competency Day 2 (Health & Safety)** (9:30-3:30)	25 **Zero Tolerance** (9:30 – 12:30)	26	27
28	29 **Implementation Plans** (9:30 – 1:30	30 **Personal Outcome Process** (9:30 – 1)	31	**Notes:**		

~ September 2011 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	**Notes:**