

AREA 7 TRAINING GUIDE FOR NEW PROVIDERS

- Attending the New provider Orientation is the first step to becoming a provider in Area 7.
 - The new provider orientation is held quarterly.
 - Provider may only register for the new provider orientation during the open registration period. During the open registration period Providers may register through an online registration system on the Area 7 website on the dates listed and underlined below:

March 1, 2011 for April 6 & 7, 2011 Orientation dates

June 1, 2011 for July 2011 Dates TBA

September 1, 2011 for October, 2011 Dates TBA

December 1, 2011 for the January 2012 Dates TBA.

Registration will begin at 8:00 AM on the dates specified above at the following website address: <http://apd.myflorida.com/area/7/>. Sorry, Area 7 will not accept registrations by the US mail, faxes, email or hand delivery. The on line registration does not guarantee a seat.

This office will provide an email confirmation within 72 hours after successfully registering on the above website. Due to space availability, walk INS will not be allowed and only people receiving a registered confirmation will attend the orientation.

- Providers should plan to attend both days of the orientation to receive a certificate of completion. During new provider orientation, providers will receive an application to enroll in the services they are interested in providing. Providers will receive information on the completion of the application and the application process. It is important to note that Area 7 also requires providers to submit policies and procedures with the application. Providers can expect to complete the application process and receive their Medicaid Provider Number in approximately 6 to 12 months.
- There are mandatory trainings for new providers and their employees. For new applicants, it is required that the training courses listed below are completed prior to submitting the enrollment application:
 1. New Provider Orientation
 2. Mandatory Zero Tolerance Training
 3. CPR
 4. HIV/ AIDS &Infection Control

Copies of the training certificates are required to be attached to the application packet when submitting the application for processing. This applies to owners and directors of agencies and Solo independent providers; not employees of agencies.

- Providers are welcome to register for any of the other training courses outlined in the Area 7 training calendar at any time during the application process, before or after the submission of the application. The area 7 training calendar can be found on the following website: <http://apd.myflorida.com/area/7/>

Area 7 does not charge a fee for the on-site classroom courses, but the web-based training courses are \$15.00 each. The Core Competencies, Introduction to Developmental Disabilities and Health and Safety are web-based courses and are required to be taken 90 days after employment or the implementation of services.

The Mandatory Zero Tolerance is also a web-base course. The Zero Tolerance is to be taken by direct care employees prior to working with an individual with developmental disabilities and is required to be taken every 3 years. The web-based courses are available on the Tallahassee Community College website. Find the link on APD website:

<http://apd.myflorida.com/training/required.htm>.

- New providers are encouraged to review the Medicaid Home and Community Base Waiver Handbook for more details on the types of services and the description of the services that are available. You may find this Handbook on the Area 7 website at: <http://apd.myflorida.com/area/7/>
- Area 7 is currently recruiting providers for Dental, Dietitians, Environmental Accessibility Adaptation, Support Employment Coaches, Durable Medical Equipment and Personal Emergency Response Systems, Physical Therapy, Speech Therapy, Occupational Therapy, Respiratory Therapy and Transportation.