

What training is right for you?

- **How to Reconcile your account – 2 hour refresher -**

Reconciling your account is an essential part in the managing of the CDC+ program. In this refresher we will go over how to read your monthly statement, how to complete the CDC+ account reconciliation form, and review all of the tools and information you will need to be able to complete an account reconciliation.

-Who should take this? CDC+ WSC/Consultants, Clients and/or CDC+ Representatives

- **How to do a Purchasing Plan – 2 hour refresher -**

This training will demonstrate all the steps necessary to write a successful CDC+ Purchasing Plan. We will discuss each section of the plan and fill out a Purchasing plan live.

-Who should take this? CDC+ WSC/Consultants, Clients and/or CDC+ Representatives

- **New Representative Training – 4 hour Training**

This training is designed to provide families and clients who are new to the program with all of the information you need to know when joining the Consumer Direct Care Plus program. We will cover different areas of the program including what is the CDC+ program and how does it work. We will also talk about monthly budgets, Purchasing Plans, Quick updates, how to hire employees, Payroll, Monitoring, Corrective Action plans and how to enroll to the program. Once this training is completed, the prospective Rep will need to take a Readiness Review Test and pass with an 85% or higher to receive a certificate.

-Who should take this? Clients and/or CDC+ Representatives

- **New Consultant Training – 4 hour Training**

This training is designed for Waiver Support Coordinators that wish to become CDC+ consultants or that are new to the program. We will cover all the information they need to know to help their clients manage the Consumer Direct Care Plus program efficiently. We will cover different areas of the program and the duties of everyone involved in the CDC+ team. CDC+ Consultants cannot self-train, they must attend a Skype or a Face to Face training. Once completing the training, they need to take a Readiness Review Test and pass with an 85% or higher to receive a certificate.

-Who should take this? CDC+ WSC/Consultants

Service Providers: The CDC+ program does not offer training for Providers. Clients under the CDC+ hire and train their own providers. If you wish to be part of the Provider Roster under the Waiver please contact your regional APD office and ask to speak with the provider enrollment Liaison of your area/county.