



agency for persons with disabilities  
*State of Florida*



## Consumer/Representative Training Module 3: Employees

Ron DeSantis  
Governor

Barbara Palmer  
Director



# Employees

**Types of  
Employees**

**Find,  
Hire,  
Manage**

**Cautions**

**Background  
Screening**



## **Provider Types**

**Agency  
Vendor**

**Independent  
Contractor**

**Directly Hired  
Employee**



## Agency Vendors

- **Established Business**
- **Provides Services or Supplies**
- **Examples: ADT programs, Dentist, Consumable Medical Supply Companies**



## Independent Contractor

- **Single Person**
- **Licensed or Certified Professional**



## Directly Hired Employee

- **Everyone else**



## **Finding and Hiring Employees**

- **Job Description**
- **Interview Questions and Reference Checks**
- **Special Considerations**



## **Job Description**

- **Basic Job Duties**
- **How the Job will be done**
- **Number of hours/days needed each week**





## **Interview**

- **Establish Questions**
- **Interview all employees**
- **Establish Boundaries with family and friends**
- **Safety First**



## Family and Friends

### Benefits

- Easy to find
- More affordable
- Might already be a Live-in

### Risks

- Harder to fire
- Difficult to manage
- Might make own decisions

### Cautions

- Public Assistance
- No contribution to SS
- No contribution to Medicare



## **Additional Managing Tips**

- Pay a fair wage
- Value and respect employees
- Be flexible
- Timely payroll submission



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# IRS Notice 2014-7



## Department of Labor

- **Minimum wage**
- **Child Labor laws**
- **Workers Compensation Insurance**



# Background Screening



AGENCY FOR HEALTH CARE ADMINISTRATION

[HOME](#)

[ABOUT US](#)

[MEDICAID](#)

[LICENSURE & REGULATION](#)

[FIND A FACILITY](#)

[REPORT FRAUD](#)

## AHCA Portal - Login

This Portal Login page will allow an authorized user access to external systems maintained by the Agency for Health Care Administration (AHCA) for the purpose of viewing and maintaining information.

### AHCA Portal Login

User ID:

Password:

[Forgot Your Password ?](#)

[Reset Password Instructions](#)

[New User Registration](#)



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# How-to PowerPoint



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CARE PROVIDER BACKGROUND  
SCREENING CLEARINGHOUSE



Types of  
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**Thank you for your participation**

**For additional questions, please contact:**

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