



agency for persons with disabilities
State of Florida



Consumer/Representative Training Module 3: Employees

Ron DeSantis
Governor

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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



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:

Log In

[Forgot Your Password ?](#)

[Reset Password Instructions](#)

[New User Registration](#)



How-to PowerPoint



CARE PROVIDER BACKGROUND
SCREENING CLEARINGHOUSE



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Thank you for your participation

For additional questions, please contact:

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