<p style="text-align:center">**PROVIDER ADVISORY #2023-025**
UPCOMING APD ICONNECT TRAINING FOR BEHAVIOR SERVICE PROVIDERS AND REPORTING REACTIVE STRATEGIES</p>

EFFECTIVE DATE: SEPTEMBER 22, 2023

In preparation for the next phase of iConnect implementation, the Agency for Persons with Disabilities (APD) will provide APD iConnect Training from October 2-13, 2023, in anticipation of behavioral services functionality going live in the system immediately after. Additional details on the training and expected functionality rollout are below:

Behavior Analysis Service Providers:

- Training will be available on how to complete behavior services provider documentation including (but not limited to) service logs, behavior analysis assessments, service plans, quarterly reports, services eligibility, behavior designations, reactive strategies, and the communications necessary to ensure the plans and services are approved by the region.
- Behavior Analysis service specific training includes the pre-requisite courses listed on page two (2) of this advisory and the following course modules:
    - APD iConnect Provider Documentation for Behavior Services (required for all users) and
    - APD iConnect Behavior Analysis Service Workflows (required for all behavior analysis service providers).
    - The Reactive Strategies YouTube video is linked here: Reporting the use of Reactive Strategies

Behavior Assistant Service Providers:

- Training will be available on how to complete behavior services provider documentation including service logs, quarterly reports, and reactive strategies.
- Behavior Assistant service specific training includes the pre-requisite courses listed on page two (2) of this advisory and the following course modules:
    - APD iConnect Provider Documentation for Behavior Services (required for all users).
    - The Reactive Strategies YouTube video is linked here: Reporting the use of Reactive Strategies

Waiver Support Coordinators (WSCs):

- Training will be available for WSCs to familiarize themselves with the behavior services workflows along with their responsibilities in completing specific tasks within this workflow. Behavior Services for WSCs

Providers utilizing APD iConnect and using Reactive Strategies:

- Training will be available to report the use of reactive strategies using APD iConnect. All providers who are authorized to implement reactive strategies and are actively using APD iConnect will need to complete this training to begin reporting the use of Reactive Strategies using APD iConnect. This training will remain available for providers who are not using APD iConnect at this time. These providers will be required to report the use of reactive strategies in APD iConnect once they are onboarded into the system.   Please begin reviewing the YouTube video linked here: Reporting the use of Reactive Strategies

Other Behavior Designated Residential Habilitation Providers:

- Please begin taking the required trainings as indicated in this advisory to be prepared for the anticipated launch of this functionality.
- Functionality for the residential habilitation services impacting Behavior Focus, Intensive Behavioral, and Enhanced Intensive Behavioral Residential Habilitation Providers is scheduled to go live in the future. APD is alerting these providers of the availability of these courses which will need to be taken before these services go live.

In preparation for behavioral services functionality going live in the system, providers are being asked to set up their training accounts in the TRAIN Florida website and to complete the following course modules. These videos are ready and available now. See below:

Agency Owner/Designee Course Prerequisite:

- APD iConnect Overview of Provider Record for agency owners (required for all agency owners)

Course Prerequisites for all APD iConnect users:

- APD iConnect Basics(required for all users)
- APD iConnect Roles, Permissions, Security, Multifactor Authentication (required for all users)
- APD iConnect Overview of the Consumer Record (required for all users)

New Courses for Behavior Services:

- APD iConnect Provider Documentation for Behavior Services (required for all users)
- APD iConnect Behavior Analysis Service Workflows (required for all behavior analysis service providers)
- The Reactive Strategies YouTube video is linked here: Reporting the use of Reactive Strategies

In addition to the training links provided above, APD Regional trainers will be offering live training for providers between the dates of October 2-13, 2023, in an online webinar format. Training invitations with specific details will be disseminated by the APD Regional trainers soon.

APD encourages all provider agency owners to remind their staff of the TRAIN Florida requirements and to review the linked Provider Advisories found below: https://apd.myflorida.com/providers/advisories.htm.

If a provider does not have an existing TRAIN Florida account, please refer to the Provider Account Instructions for account creation. If the provider does have a TRAIN Florida account, but is not able to access due to an incorrect or lost password, please refer to the Password Recovery Instructions.

If the provider attempts to sign into TRAIN Florida and receives an alert indicating that the individual has multiple accounts, please refer to the Multiple Account Instructions to obtain resolution.