Mentorship Program
Requirements, Overview, & Certification

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Mentorship Program Requirement

Laws of Florida 2020-71, formerly known as Senate Bill 82

Section 393.0663:

(2)   QUALIFIED ORGANIZATIONS.—

(b)   The agency shall use qualified organizations for the purpose of providing all support coordination services to iBudget clients in this state. In order to be qualified, an organization must:

12.   Implement a mentoring program approved by the agency for support coordinators who have worked as a support coordinator for less than 12 months.

To view the full version of this law, please visit:
Statutes & Constitution :View Statutes : Online Sunshine (state.fl.us)

Rule 65G-14.0043, F.A.C.

Qualified Organization Duties and Responsibilities - Mentoring Program

- When the Mentorship Program is required

- What must be incorporated within the Mentorship Program

- Tasks required of mentees

- Qualifications of a mentor

- Information related to completion/certification of the Mentorship Program

Who Should Be Mentored?

Required Individuals per Rule 65G-14.0043:

- Any new or current WSC with less than 12 months experience working as a WSC prior to July 1, 2021.
  - Ability to use previous experience for WSCs providing services prior to 7/1/21 who did not have 12 months work experience at time of hire.

Optional Mentoring:

- QO owners have the option to require a mentorship for any WSC within their QO at any time.
  - Mentorship requirements can be used for:
    - Training
    - Remediation
    - Onboarding

QO Mentorship Requirements & Tasks

- QO's must address Mentoring Program requirements

  - Mentees must shadow mentors AND participate in the following activities:
    - A minimum of five support plan meetings
    - At least nine face-to-face visits in a variety of settings
    - Attending agency meetings
    - Discussions with clients/families about how to identify, prevent, and report allegations of abuse, neglect, and exploitation
    - Using APD iConnect for case management
    - Supported Living Quarterly Meeting

  - Mentees have the option of shadowing the mentor OR another WSC for the following activities:
    - Significant Additional Needs (SAN) submission
    - Medicaid eligibility redetermination
    - Comprehensive Needs Assessment discussion
    - Updating at least five cost plans and service authorizations in APD iConnect

- Mentors must meet minimum requirements

- QOs operating in more than one region must have a Regional Mentorship Plan

QO Mentorship Requirements & Tasks Continued

- Additional Requirements for CDC+ Consultants

  - Review drafts of denied or updated purchasing plans

  - Submit/Review SAN request

  - Review CDC+ Handbook

- 90 days minimum

- Complete Level 1 Training & Assessment

Mentor Qualifications

- **Mentors MUST:**

  - Have at least two years experience as a Waiver Support Coordinator

  - Maintain an active caseload

  - Have three years without any ethical/professional violations

  - Have three years without any QIO BGS alerts

  - Comply with training requirements per Handbook

  - Pass level 1 competency-based assessment with a minimum score of 90%

  - Have no delinquent Corrective Action Plans

  - Mentor no more than three mentees concurrently

  - Ensure Mentorship requirements can be met within QO

Mentorship Certification

Completion of Mentorship Program

- Certification of Mentoring Program Completion Form
  - [Qualified Organizations | Support Coordination (myflorida.com)](myflorida.com)

Completing the Mentoring Certification Form

- Form must be completed in its entirety.

- All fields must be filled out and information requested must be provided.

- Mentor must initial all sections and check all applicable boxes

- Mentor and Mentee must sign and date

How to properly complete the Certification of Mentoring Program Completion Form:

Sample: Certification of Mentorship Completion Form

For more information related to the Mentoring Program, please refer to the QO portion of the APD website at:

[Qualified Organizations | Support Coordination (myflorida.com)](myflorida.com)