



# Requirements for a Complete Qualified Organization Application

***The Agency for Persons with Disabilities (“APD”) will only consider complete applications to become a Qualified Organization. The following items, required by section 393.0663(2), Florida Statutes, and Rule 65G-14.002(2), Florida Administrative Code, must be submitted with the application:***

**Must be Included with Initial Application**

- Complete Qualified Organization Application (all sections are completed)
  - If CDC+ Consulting Services are checked, there must be at least one WSC that is also approved to be a CDC+ consultant.
- All Background Screening Information for each Owner:
  - Attestation of Good Moral Character
  - Local Law Check
  - Level II Background Screening
- Medicaid Waiver Services Agreement (MWSA) for each existing WSC Medicaid
- Identification Number for each existing WSC
- Copy of Identification Card
- Copy of SSN card
- Copy of EIN Verification Letter, if obtained
- Proof of Active Medicaid Group Provider ID, if applicable
- Code of Ethics (QO may use template developed by APD)
  - Requirements are outlined in 65G-14.0041 F.A.C.
- Disciplinary Process (QO may use template developed by APD)
  - Requirements are outlined in 65G-14.0042
- Table of Organization as outlined in 65G-14.002(2)(g)
 

*The following information must be included for all employee's including management:*

  - First & Last Name
  - Position Title
  - Contact Information (phone number & direct e-mail address)
  - Medicaid Provider Number (if applicable)
  - Indicate full-time or part-time employment
  - Which region(s) each employee serves or oversees
  - Designated mentor

- Policies and Procedures (QO may use template developed by APD)
  - Requirements are outlined in the Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook
- Mentoring Program (QO may use template developed by APD)
  - Requirements are outlined in 65G-14.0043
- Designated Mentor meets all required qualifications in accordance with 65G-14.0043(4)(d), F.A.C.
  - Have at least two (2) years of experience working as a Waiver Support Coordinator immediately prior to being hired;
  - Have an active caseload;
  - Have no ethical violations within the past three (3) years;
  - Have no unresolved QIO background screening alerts for the past three years;
  - Remain in compliance with required training as specified in the iBudget Handbook and Chapter 65G-10, F.A.C.;
  - Pass the Level 1 competency-based assessment described in Section 393.0663, F.S., and Rule 65G-10.004, F.A.C., with a score of 90% or better;
  - Have no delinquent Corrective Action Plan per QIO review or Agency audit, or timely resolve any Corrective Action Plan required while the Support Coordinator is a mentor;
  - Have no more than three mentees assigned to him or her at any given time; and
  - Ensure that, if the mentor and mentee's clients do not require any of the items listed in subsection (4) but another Support Coordinator employed by the Qualified Organization has a client(s) who does, the mentee can acquire the necessary experience with the other Support Coordinator.
- Official, sealed transcript demonstrating a bachelor's degree from an accredited college or university
- Resume or Exhibit A demonstrating a minimum of two (2) years' experience
- Two (2) written professional references
- Florida business registration and Articles of Incorporation (if applicable)
- Proof of My Florida Marketplace Vendor Registration (if applicable for GR/IFS funding)
- Any Dual Employment Plan for WSCs associated with the Qualified Organization

**Must be Provided Prior to Signing the Medicaid Waiver Services Agreement**

- Proof of Active Medicaid Group Provider ID
- Proof of all WSC's associated with Group Provider ID
- Certification of all required trainings
  - Level 1 WSC Training and Competency Based Assessment
- Declaration Pages of General or Professional Liability Business Insurance (*QO must be the named "insured" and APD must be listed as the "certificate holder"*)

**IMPORTANT: Any missing and/or additional information requested APD must be provided within 45 days of APD's request. APD will close the application if the applicant fails to provide the requested information within 45 days of receiving notice. If the application is closed, the applicant must submit another complete application for APD's consideration.**