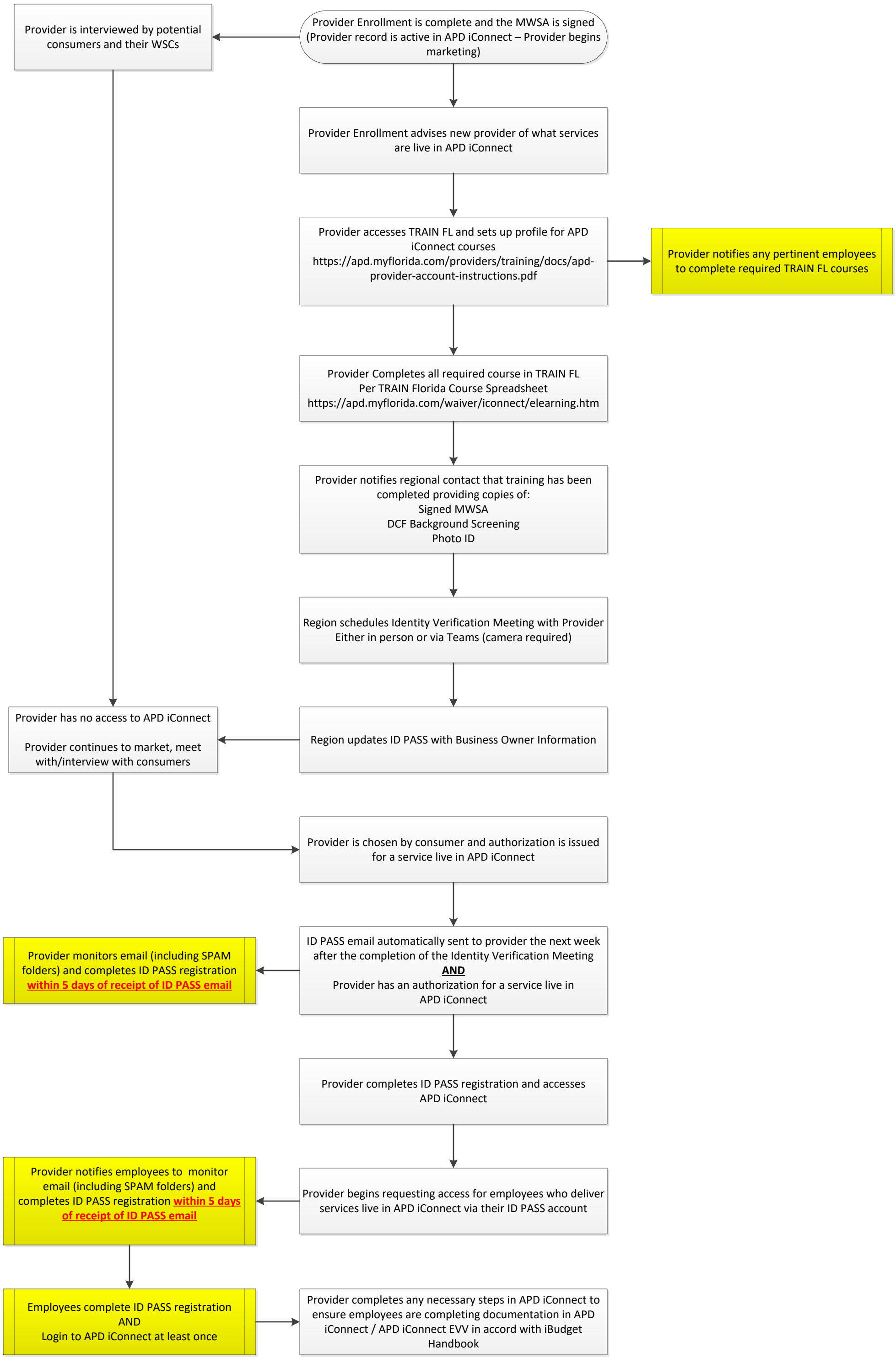
Provider is interviewed by potential consumers and their WSCs
Provider Enrollment is complete and the MWSA is signed (Provider record is active in APD iConnect – Provider begins marketing)
Provider Enrollment advises new provider of what services are live in APD iConnect
Provider accesses TRAIN FL and sets up profile for APD iConnect courses https://apd.myflorida.com/providers/training/docs/apd-provider-account-instructions.pdf
Provider notifies any pertinent employees to complete required TRAIN FL courses
Provider Completes all required course in TRAIN FL Per TRAIN Florida Course Spreadsheet https://apd.myflorida.com/waiver/iconnect/elearning.htm
Provider notifies regional contact that training has been completed providing copies of: Signed MWSA DCF Background Screening Photo ID
Region schedules Identity Verification Meeting with Provider Either in person or via Teams (camera required)
Provider has no access to APD iConnect
Provider continues to market, meet with/interview with consumers
Region updates ID PASS with Business Owner Information
Provider is chosen by consumer and authorization is issued for a service live in APD iConnect
Provider monitors email (including SPAM folders) and completes ID PASS registration within 5 days of receipt of ID PASS email
ID PASS email automatically sent to provider the next week after the completion of the Identity Verification Meeting AND Provider has an authorization for a service live in APD iConnect
Provider completes ID PASS registration and accesses APD iConnect
Provider notifies employees to monitor email (including SPAM folders) and completes ID PASS registration within 5 days of receipt of ID PASS email
Provider begins requesting access for employees who deliver services live in APD iConnect via their ID PASS account
Employees complete ID PASS registration AND Login to APD iConnect at least once
Provider completes any necessary steps in APD iConnect to ensure employees are completing documentation in APD iConnect / APD iConnect EVV in accord with iBudget Handbook