

²TABLE 1

Section 1: Required of all Direct Care Service Providers - Each Course has a Standardized Curricula Developed by APD				
Course Title	Course Content	Time Frame	Trainer Qualifications ¹	Frequency
Direct Care Core Competencies (DCCC) link to Web-based course = https://www.apd.myflorida.com/provider_s/training/	1. Basic Person-centered Planning	Within 90 days of providing services	Trainers must be certified in writing by APD or APD staff	One Time-Provider Discovery Reviews (overall score below 86%) by the QIO may result in retaking the course
	2. Introduction to Developmental Disabilities			
	3. Maintaining Health and Safety			
	4. Individual Choices, Rights and Responsibilities			
	5. Roles and Responsibilities of Direct Support Professionals (currently a section within Introduction to Developmental Disabilities)			
Zero Tolerance link to Web-based course = https://www.apd.myflorida.com/provider_s/training/	1. Defining Abuse, Neglect and Exploitation	Prior to providing services	Trainers must be certified in writing by APD or APD staff	At initial employment and every three years thereafter
	2. Recognizing the signs and symptoms of abuse, neglect and exploitation			
	3. Reporting to the Abuse Hotline			
	4. Prevention and Safety Planning			
Overview of APD Waiver Provider Requirements https://www.apd.myflorida.com/provider_s/training/	1. Overview of Medicaid Waivers 2. Overview of current APD Waiver 3. Provider Qualification and Enrollment (under current waiver) 4. Services Coverage and Limitations (under current waiver) 5. Other relevant information provided in current handbooks 6. APD Regional and field office liaisons for specific types of providers 7. Incident Reporting	Within 90 days of providing services. This is applicable to providers enrolled or hired after the promulgation of this rule.	Trainers must be certified in writing by APD or APD staff	One Time-Provider Discovery Reviews (overall score below 86%) by the QIO may result in retaking the course

¹Trainer Qualifications - next page

² Any APD approved training available through the Department of Health TRAIN Web site is an acceptable method for training.

Required of Provider Direct Care Staff -				
Acceptable Agency Courses Noted Below				
Course Title	Acceptable Agency Organization Course Title Location	Time Frame	Trainer Qualifications	Frequency
AIDS/HIV/Infection Control	American Health and Safety Institute - course title Blood borne Pathogens - http://www.hsi.com/takeaclass/	Within 90 days of providing services	Certified by American Health and Safety Institute, American Red Cross, EMS Safety Services, Inc., Emergency Care and Safety Institute, National Safety Council, or Florida Department of Health for courses noted. TCC course is Web-based.	Direct Service Providers must possess valid certificate at all times NOTE: different organizations offer varying lengths of certification
	American Red Cross - course titled Blood borne Pathogens - http://www.redcross.org/take-a-class			
	EMS Safety Services, Inc. - course title Blood Borne Pathogens - http://www.emssafetyservices.com/			
	Emergency Care and Safety Institute - course title Blood borne and Airborne Pathogens Interactive - https://www.ecsinstitute.org/courses/			
	Florida Department of Health - HIV/AIDS 101 https://www.apd.myflorida.com/providers/training/			
	National Safety Council - course titles Blood borne & Airborne Pathogens or Basic Life Support For Health Care & Professional Rescuers Blood borne & Air Borne Pathogens - http://www.nsc.org/products_training/Pages/Home.aspx			
Tallahassee Community College - course title AIDS/HIV and Blood borne Pathogens - https://www.tcc.fl.edu/Current/Academics/WorkforceDevelopment/APDTraining/Pages/default.aspx				

First Aid	<p>American Health and Safety Institute - course titles Basic First Aid or CPR, AED & Basic First Aid (if comprehensive course is taken for CPR certification, too, it must be taken in a classroom) http://www.hsi.com/takeaclass/</p>	Within 90 days of providing services	<p>Certified by American Health and Safety Institute, American Heart Association, American Red Cross, EMS Safety Services, Inc., Emergency Care and Safety Institute or National Safety Council for courses noted by title</p>	<p>Direct Service Providers must possess valid certificate at all times. NOTE: different organizations offer varying lengths of certification</p>
	<p>American Heart Association - course titles - Heartsaver First Aid with written test, Heartsaver First Aid with written test or Heartsaver First Aid Online Part 1 with written test - http://www.heart.org/HEARTORG/CPRAandECC/FindaCourse/Find-a-Course_UCM_303220_SubHomePage.jsp</p>			
	<p>American Red Cross - course titled First Aid - http://www.redcross.org/take-a-class</p>			
	<p>EMS Safety Services, Inc. - course title CPR/AED and First Aid Community Rescuer Training Course (classroom) - http://www.emssafetyservices.com/</p>			
	<p>Emergency Care and Safety Institute - course titled First Aid - https://www.ecsinstitute.org/courses/</p>			
	<p>National Safety Council - course title First Aid, CPR & AED (this Web-based course will NOT be accepted for CPR) - http://www.nsc.org/products_training/Pages/Home.aspx</p>			

CPR	<p>American Red Cross - classroom course titled CPR/AED for Professional Rescuers and Health Care Providers - http://www.redcross.org/take-a-class</p>	Within 90 days of providing services	Certified by American Health and Safety Institute, American Heart Association, American Red Cross, EMS Safety Services, Inc., Emergency Care and Safety Institute or National Safety Council for courses noted by title	Direct Service Providers must possess valid certificate at all times. NOTE: different organizations offer varying lengths of certification. Even though most courses endorsed include training in automated external defibrillators (AED) there is no requirement for waiver providers to have AEDs on site or available.
	<p>American Heart Association - classroom course title Heartsaver CPR, AED with written test, or Heartsaver First Aid, CPR and AED with written test - http://ahainstructornetwork.americanheart.org/AHA/ECC/classConnector.jsp?pid=ahaecc.classconnector.home</p>			
	<p>American Health and Safety Institute - course titled CPR and AED - http://www.hsi.com/takeaclass/</p>			
	<p>EMS Safety Services, Inc. - classroom course titled CPR/AED and First Aid Community Rescuers Training - https://www.ecsinstitute.org/courses/</p>			
	<p>Emergency Care and Safety Institute - classroom course titles CPR and AED; Health Care Provider CPR; and Standard First Aid, CPR and AED (classroom only) - https://www.ecsinstitute.org/courses/</p>			
	<p>National Safety Council - classroom course titles NCS First Aid, CPR & AED; and NCS CPR and AED - http://www.nsc.org/products_training/Pages/Home.aspx</p>			

<p>HIPAA</p>	<p><u>Web-based Only</u> APD course title Health Insurance Portability and Accountability Act https://www.train.org/florida/welcome</p>	<p>Within 30 days of providing services</p>	<p>NA</p>	<p>Annually</p>
<p>Medication Administration and Validation</p>	<p>Must comply as required by APD's Rule Chapter 65G-7 F.A.C., and approved in writing by APD state office - https://www.apd.myflorida.com/providers/training/</p>	<p>Must be success-fully completed by any direct care staff who administers or supervises the administration of medication</p>	<p>Classroom trainers must be certified in writing by APD and possess an APD course approval number issued by APD state office</p>	<p>As defined in APD's Rule Chapter 65G-7, F.A.C.</p>
<p>Behavioral Emergency Procedures</p>	<p>Curricula developed by private vendors consistent with APD's Rule Chapter 65G-8, Reactive Strategies, F.A.C., as well as reviewed approved in writing by APD state office - https://www.apd.myflorida.com/providers/training/</p>	<p>Within 30 days of providing services for direct care staff serving individuals with challenging behaviors who are in need of behavioral emergency procedures</p>	<p>Classroom trainers must be certified in writing by the private vendor whose course has been approved by APD state office</p>	<p>As defined in APD's Rule Chapter 65G-8, F.A.C.</p>

Section 2: Required of all Independent or Solo Providers and Management Staff of All Agencies Enrolled After the Promulgation of this Handbook

Each course has a Standardized Curricula Developed by APD

Course Title	Course Content	Time Frame	Trainer Qualifications	Frequency
Requirements for all Waiver Providers https://www.apd.myflorida.com/providers/training/	1. Overview of Medicaid Waivers	Prior to providing services	Trainers must be APD staff	Once – However, poor provider reviews must result in being required to retake course
	2. Overview of current APD Waiver			
	3. Provider Qualification and Enrollment (under current waiver)			
	4. Services Coverage and Limitations (under current waiver)			
	5. Other relevant information provided in current handbooks			
	6. Compliance with Federal and State laws			
	7. Administrative Programmatic Requirements			
	8. Provider Self Assessments			
	9. Elements of Waiver Services Agreement			
	10. APD Regional and field office liaisons for specific types of provider			
	11. Zero Tolerance			
	12. Incident Reporting			
	13. Overview of Chapters 65G-7 and 8, F.A.C.			
	14. Multi-Factor Authentication and APD iConnect Access			
	15. APD iConnect Basics			
	16. Overview of the Consumer Central Record			
	17. Provider Documentation			
	18. Service Provider Submits a Claim			
	19. The QIO and Corrective Action Plan Process			

Section 3: Required of all Independent or Solo Providers and Management Staff of All Agencies Enrolled Before the Promulgation of this Handbook

Each course has a Standardized Curricula Developed by APD

Course Title	Course Content	Time Frame	Trainer Qualifications	Frequency
Requirements for all Waiver Providers: APD iConnect Training	1. Multi-Factor Authentication and APD iConnect Access	By the completion of the training cycle pursuant to the website*	Trainers must be APD staff	One Time
	2. APD iConnect Basics			
	3. Overview of the Consumer Central Record			
	4. Provider Documentation			
	5. Service Provider Submits a Claim			
	6. The QIO and Corrective Action Plan Process			

* <https://apd.myflorida.com/waiver/iconnect/elearning.htm>

Section 4: Pre-service Training Requirements for Specific Service Providers -

Each Course has a Standardized Curricula Developed by APD

Course Title	Course Content	Time frame	Trainer Qualification ²	Frequency
Supported Employment Pre-service - Best Practices in Supported Employment and Introduction to Social Security Work Incentives link to Web-based course = https://trn-store.com/content/florida-required-supported-employment-pre-service	1. Best Practices	Prior to providing services	Classroom trainers must be certified in writing by APD	One Time - Provider Discovery Reviews below 86% by the QIO may result in retaking the course if the citations are related to this topic
	A. Introduction to Supported Employment			
	B. Rules and regulations Governing Supported Employment			
	C. Discovery: What is It and How to Use It			
	D. Preparing Resumes, References and Cover Letters			
	E. Marketing			
	F. Job Coaching			
	2. Introduction to Social Security Work Incentives			
	A. Introduction/Overview			
	B. Advocacy			
	C. Eligibility (SSI, SSDI)			
	D. Effects of Earned Income on SSDI			
	E. Effects of Earned Income on SSI			
	F. SSI and SSDI Work Incentives			
	G. Resources			
	H. Glossary			

Supported Living Pre-service	1. Introduction to Supported Living	Prior to providing services	Classroom trainers must be certified in writing by APD	One Time - Provider Discovery Reviews below 86% by the QIO may result in retaking the course if the citations are related to this topic
	2. Roles of Various Providers			
	3. Coaching Services and Requirements			
	4. The Planning Process			
	5. Documentation			
	6. Supporting People to Succeed			
	7. Enhancing Quality			

²Trainer Qualifications - on this table