



agency for persons with disabilities

State of Florida



Area 12 Training Calendar
November - December 2009



Training Registration

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TRAINING Registration: November – December 2009

**Please remember: Training Registration is now done on-line thru the APD website:
<http://www.apd.myflorida.com/area/12/>**

If you are a new applicant please DO NOT schedule trainings until you have attended New Provider Orientation. If you do not receive a confirmation for training/trainings that you registered to attend let us know. We have found that sometimes there has been a typo in email addresses that are submitted or a technical difficulty.

Once a class is full it will be noted on the training registration on-line. If you will not be attending the class, we ask that as soon as you or your employee will not be attending please contact [Vanessa Carter@apd.state.fl.us](mailto:Vanessa_Carter@apd.state.fl.us) or (386) 238-4714.

If you require accommodations please contact us before registering for class.

You may also direct any other training questions or suggestions to Vanessa, contact information is listed above.

DATE	DAY	TIME	EVENT/TOPIC	AUDIENCE	Minimum	LOCATION
4-Nov	Wednesday	9:00-2:20	Direct Care Core Competencies: Part 1 Introduction to Developmental Disabilities	MANDATORY once for Everyone -- All providers and employees You must take both parts 1 & 2 (order not important)	Must Register On-Line Limit 30 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312
9-Nov	Monday	9:00-12:30	Direct Care Core Competencies Part 2: Health & Safety	MANDATORY once for Everyone -- All providers and employees You must take both parts 1 & 2 (order not important)	Must Register On-Line Limit 30 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312
10-Nov	Tuesday	9:00-12:30	Overview of Medication Administration Policy & Prevention of Medication Errors	Recommended for Residential Providers and Staff & any other providers/staff administering medications	Must Register On-Line Limit 20 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312
12-Nov	Thursday	9:00-12:00	Residential Planning Committee	People looking for a new place to live and their Support Coordinators	By Referral Only	APD Conference Room 210 N. Palmetto Ave Daytona Beach Suite 312
12-Nov	Thursday	3:00-5:00	Family Care Council	Self Advocates and their families All others welcome to attend! Can't attend in person? Call in option: 1-888-808-6959 Conference #4146558	N/A	APD Classroom 210 North Palmetto Daytona Beach Suite 312
13-Nov	Friday	10:30-12:00	Supported Living & Supported Employment Fair	Come and choose your Supported Living or Supported Employment Coach! People interested in employment or living independently	Referral from Support Coordinator	APD Classroom 210 North Palmetto Daytona Beach Suite 312
16-Nov	Monday	9:00-12:00	New Provider Orientation	MANDATORY Orientation for those interested in becoming a Medicaid Waiver Provider	Must Register On-Line Limit 25 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312

DATE	DAY	TIME	EVENT/TOPIC	AUDIENCE	Minimum	LOCATION
16-Nov	Monday	1:00-4:00	Medicaid Waiver Services Agreement and its Attachments: Core Assurances and Coverage and Limitations Handbook	MANDATORY once for Agency Owners and Independent Providers, others welcome to attend	Must Register On-Line Limit 30 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312
17-Nov	Tuesday	9:00-4:30	Zero Tolerance	MANDATORY for Everyone -- All providers and employees	Must Register On-Line Limit 30 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312
18-Nov	Wednesday	9:00-12:00	Policies and Procedures	All new agency owners. Independent providers of Res-Hab, ADT, SE, SL Helpful for those already providing these services	Must Register On-Line Limit 20 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312
20-Nov	Friday	9:00-12:00	Provider Quarterly Meeting	Mandatory Meeting for ALL Area 12 Providers	N/A	UCF, 1200 W International Speedway Blvd, Daytona Beach, Building 150, Room 101 Park Lot Orange B
3-Dec	Thursday	9:00-12:00	Residential Planning Committee	People looking for a new place to live and their Support Coordinators	By Referral Only	APD Conference Room 210 N. Palmetto Ave Daytona Beach Suite 312
7-Dec	Monday	9:00-4:00	Introduction to Personal Outcome Measures	MANDATORY for all providers and staff at least once, Families are encouraged to attend	Must Register, Limit 30	APD Classroom 210 North Palmetto Daytona Beach Suite 312
10-Dec	Thursday	9:00-12:00	Waiver Support Coordinator Meeting	Area 12 Waiver Support Coordinators	N/A	APD Classroom 210 North Palmetto Daytona Beach Suite 312

DATE	DAY	TIME	EVENT/TOPIC	AUDIENCE	Minimum	LOCATION
10-Dec	Thursday	7:00-9:00	Family Care Council	Self Advocates and their families All others welcome to attend! Can't attend in person? Call in option: 1-888-808-6959 Conference #4146558	N/A	Florida Hospital Flagler 60 Memorial Medical Parkway, Palm Coast, FL 32164 -- held in Education Room A
11-Dec	Friday	10:30-12:00	Supported Living & Supported Employment Fair	Come and choose your Supported Living or Supported Employment Coach! People interested in employment or living independently	Referral from Support Coordinator	APD Classroom 210 North Palmetto Daytona Beach Suite 312
14-Dec	Monday	9:00-12:00	New Provider Orientation	MANDATORY Orientation for those interested in becoming a Medicaid Waiver Provider	Must Register On-Line Limit 25 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312
14-Dec	Monday	1:00-4:00	Medicaid Waiver Services Agreement and its Attachments: Core Assurances and Coverage and Limitations Handbook	MANDATORY once for Agency Owners and Independent Providers, others welcome to attend	Must Register On-Line Limit 30 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312
15-Dec	Tuesday	9:00-4:30	Zero Tolerance	MANDATORY for Everyone -- All providers and employees	Must Register On-Line Limit 30 participants	APD Classroom 210 North Palmetto Daytona Beach Suite 312
17-Dec	Thursday	9:00-12:00	Residential Planning Committee	People looking for a new place to live and their Support Coordinators	By Referral Only	APD Conference Room 210 N. Palmetto Ave Daytona Beach Suite 312

NOTES:

TITLE	SPEAKER	DESCRIPTION
New Provider Orientation	Area 12 Staff	Provider Applications will be distributed and information will be provided about the Developmental Disabilities Home and Community Based Waiver Program. To make completing the application easier, the required information will be reviewed on a page by page basis. Emphasis will be placed on the application process and required training that can be accessed while waiting for the enrollment to be processed and approved (approx.14-20 wk)
Medicaid Waiver Services Agreement & its Attachments: Core Assurances & Coverage and Limitations Handbook	Vanessa Carter	This class will provide an overview of the Core Assurances for providers of Home and Community Based Waiver Services. Participants will become familiar with the organization and requirements of the Medicaid Waiver Services Coverage and Limitations Handbook. This class DOES NOT entirely fulfill training requirements stated within the Core Assurances for service providers. You must also study the handbook independently.
Policies and Procedures	Vanessa Carter	This class will assist providers with the development of Policies and Procedures detailing how their business will operate. The curriculum closely follows section 3.0 of the Core Assurances entitled Administrative Policies, Procedures, and Practices. New providers must attend orientation before taking this class.
Direct Care Core Competencies Parts I & II	Area 12 Staff or on-line thru TCC	Part I: Introduction to Introduction to Developmental Disabilities and Part II: Health & Safety, These two courses are required to be taken within 90 days of employment or enrollment. All providers and staff are mandated to take. These courses are available in a classroom setting or on-line thru Tallahassee Community College. It is required to be taken within 90 days of employment or enrollment.
Documentation for Implementation Plan	Vanessa Carter	This training is for providers who are responsible for developing and writing Implementation Plans. The purpose of this class is to address the requirements necessary to develop and write Implementation Plans. A discussion of documentation techniques, tracking and monitoring are reviewed.
Overview of Mental Health & Baker Act	Linda Basbagill	This class will provide an overview of the mental health system and has been designed to provide persons working with APD consumers a general understanding and overview of the following areas: Baker Act Laws, Mental Illness, Psychotropic Medications, Behavior Analysis, & How the Brain Works. Each of the classes offer practical information and solutions, and is developed with the direct service provider, and Waiver Support Coordinator in mind.
Personal Outcomes 5 day workshop	Vanessa Carter	This training is mandatory for Support Coordinators and open to enrolled providers . It is a five-day workshop, attendance for all five days is required. The purpose of this course is to teach the basic principles and philosophy of planning for people using Personal Outcome Measures. Personal Outcomes, defined by each individual, identify what is most important to the individuals we serve and the circle of supports needed to live a quality life.
Introduction to Personal Outcome Measures	Vanessa Carter	This training is mandatory for providers and staff. Families are welcome to attend . The purpose of this training is to introduce you to the basic principles and philosophies of Personal Outcomes. Developed by the Council on Quality and Leadership, Personal Outcomes look at what matters to people most in their lives and looks at supports that can be put in place to assist that person to reach the outcomes that are most important to them. You are welcome to attend more than once!
Functional Documentation	Vanessa Carter Sandra Mills	This training is open to established providers of services and their employees. Please do not attend this class until you become an enrolled provider. A review and discussion of documentation requirements and best practices is covered along with a pre-test, hands-on activities and a review of sample documents.
Rights Training	Sandra Mills	Open to all providers, self advocates, and families. Covers history of rights, Bill of Rights for Individuals with Developmental Disabilities, Florida Statute 393 and "Respect My Rights"
HIPAA Training On-line	Offered by DCF	HIPAA training is required for all providers and staff on an annual basis. Currently this class can be taken on-line thru DCF at http://www.dcf.state.fl.us/training.shtml The class is called HIPAA 2009 Training for Employees and Business Associates. Please pick Option 3 to print your certificate, Non-DCF/APD Employee without Intranet Access for your records. Independent providers and Agency Owners are required to send documentation of this training requirement for their provider enrollment file at APD.
Behavioral Services Training	Tom Freeman	This training will focus on Behavior Analysis and the science of how learning occurs. Basic behavioral principles and techniques will be discussed as well as behavior as a form of language. Offered quarterly, topics may vary.
Interpretation of Medication Policy & Prevention of Medical Errors	Linda Cleary	Recommended for all residential providers but open to all providers. Learn how to interpret the medication administration policy and tips on how to prevent medication errors.
Zero Tolerance	Shae Porter or on-line thru TCC	Mandatory for all providers and direct care staff, to be completed as a pre-service training Required to take every three years. This class is regarding the Zero Tolerance Initiative to stop sexual violence against individuals with developmental disabilities. This class will enable providers and direct care staff to identify possible indicators of abuse, neglect or exploitation, as well as responsibilities and process of reporting abuse. Also available on-line thru Tallahassee Community College.



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On-line Resources

ONLINE RESOURCES

- Delmarva** <http://www.dfmc-florida.org>
- Florida Medicaid** <http://floridamedicaid.acs-inc.com/index>
- Agency for Healthcare Administration** <http://www.fdhc.state.fl.us>
- The Council on Quality and Leadership** <http://www.thecouncil.org>
- Disability Information** <http://disabilityinfo.gov>
- Florida Disabilities Council** <http://fddc.org/Council/index.asp>
- Family Care Council** <http://fccflorida.org/>
- Florida Statutes** <http://www.leg.state.fl.us/statutes>

Please visit Main APD website often for updates and changes: <http://apd.myflorida.com>.
Area 12 website Link: <http://apd.myflorida.com/area/12/>



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On-Line Training Info

Tallahassee Community College (TCC) Online Training Courses

1. Direct Care Core Competencies:

Part 1 Introduction to Developmental Disabilities \$20.00

Part 2 Health and Safety \$20.00

2. Zero Tolerance \$20.00

For more information and to register please see website link below:

http://www.tcc.fl.edu/about_tcc/workforce_development/apd_training

For additional assistance contact apd@tcc.fl.edu or call toll free 1-866-605-7274



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Medication Administration Trainers

AREA 12 MEDICATION ADMINISTRATION APPROVED TRAINERS

PLEASE NOTE: CLASS CAN ONLY BE TAUGHT BY APPROVED STATEWIDE TRAINERS

Freddie Nelson, B & F Training	Course #12-0708-001	386-490-7671
Cat Volkmann	Course #13-0608-001	863-967-1163
First Genesis Health Services	Course #07-0908-004	321-652-4545
Angels of America	Course #13-1108-004	352-693-2168
Loretta Grogan	Course #12-1108-003	386-503-2200
Duvall Home	Course #12-1008-002	386-734-2874
Doreen Duncan	Course #10-0409-022	386-445-6680
Rosemary Drummond	Course #12-0809-005	407-682-1269 407-620-5476
William & Melanie Stacy	Course #12-0709-004	386-756-4266

RN VALIDATORS

Bonnie Gruber	386-931-0616	Pleasant Times	386-931-7532
Kirsten Reed	386-290-3920	Freddie Nelson	386-490-7671
Bill & Melanie Stacy	386-756-4266	Sherita Samueal	407-509-4895
Bettie Richards	386-532-2552	Rosemary Drummond	407-682-1269