

NEW PROVIDER ORIENTATION

Thank you for your interest in attending the Division of Developmental and Intellectual Disabilities New Provider Orientation. The orientations are designed to give people who are interested in becoming a provider with the Supports for Community Living waiver some basic information about the program requirements, expectations and how to navigate through the process. This is a mandatory step in becoming an SCL Provider. The orientations have been structured into two levels. This structuring was specifically designed to assist you through the process and provide you with information to create a solid foundation from which to develop your agency. You must meet the requirements for each level prior to attendance.

LOCATION: Frankfort, KY

DURATION: 8:45 am – 4 pm EST

LEVEL I

You will find the information presented in Level I to be most practical, if you have read the regulations prior to attendance.

TOPICS COVERED

1. Guiding principles and core values of the SCL waiver
2. SCL enrollment and pre-service review process
3. Considerations when starting a small business
4. Role of the Board of Directors & the Executive Director
5. Definition of services provided in the waiver & their regulatory requirements
6. Developing a Quality Improvement Plan
7. Development of policy and procedures
8. Training Requirements

REQUIREMENTS

1. Create an individual account on TRAIN Kentucky (one account per person; not per agency)
2. Pre-registration through TRAIN Kentucky
3. Must arrive on time & participate for the full day
4. Due to limited seating, prior approval from a Provider Development Specialist, if more than one person from an agency would like to attend.

DIRECTIONS FOR TRAIN KENTUCKY

The first step is to access the TRAIN website, <https://ky.train.org>, to establish your individual account including name, email, address, job role, and additional professional information. The “Create Account” button is located on the left side of the screen. Each staff person will need her/his own individual account. Since some staff do not have internet access, one central person can create individual accounts for several staff,

possibly using the same password, and one email as the contact. Once each person is signed up, the quickest way to find the course is to search by Course ID#. You can do this on the home screen on the right side. You can get the Course ID# from your Provider Development Specialist. If you do not have the Course ID# you can click on the Course Search tab near the top of the screen. On the left, you'll see a menu that says "Search Options". Near the bottom of that there is a category for keyword search. Click on that and put in "DDID" as the search criteria. All of the trainings sponsored by the Division of Developmental and Intellectual Disabilities will come up since DDID is in all the titles. You can even save that criteria and go to that same keyword every time, just click on "saved search criteria." **The orientation class will be listed as "DDID – SCL New Provider Orientation - Level I"**. Each orientation class requires the completion of two online modules prior to registration. These requirements are listed in the course description. After completing the pre-requisites, follow the steps to register for the course. You will receive an e-mail confirmation of your registration.

If the training session is full be sure to put yourself on the waiting list as there are usually some people who withdraw from the course. Check your email frequently to see if there are seats that have become available.

The TRAIN system will allow you to track all trainings you attend. In each person's account, there's a box on the right towards the middle of the screen that says "My Learning Record." Under "My Learning", it lists the courses you're registered for. Click on the "M" box to manage the course (get directions, withdraw, etc.) There's also a transcript. That will track the workshops/courses you have attended.

Please contact Linda McAuliffe at (502) 564-7702 or email Linda.McAuliffe@ky.gov if you have questions or need assistance with the TRAIN system.

LEVEL II

The information presented at Level II changes depending on the current regulation and is designed to give you the most helpful and relevant information as you move closer to becoming a certified provider. You will also be provided with several forms that will be needed in creating your mock record for the pre-service review.

TOPICS COVERED

1. Requirements for documenting supports
2. Risk management
3. Writing a Plan of Correction
4. Role of Case Manager with the Human Rights & Behavior Intervention Committees
5. Incident reporting requirements
6. Importance of transition planning
7. The prior approval (PA) process
8. Billing electronically

REQUIREMENTS

1. Prior approval or invitation from a Provider Development Specialist
2. Certificate of attendance from level I