



agency for persons with disabilities  
State of Florida

**DATE:** November 17, 2005

**TO:** All SunCoast Region Developmental Disabilities Waiver Providers  
All SunCoast Region Agency for Persons with Disabilities Staff

**FROM:** Carl Littlefield, Regional Program Administrator

**RE:** Changes in service delivery practices, documentation, provider qualifications, training and service levels resulting from an amendment to AHCA Rule 59G-8.200 F.A.C.

Incident Reporting and Risk Prevention for Consumers Living in the Community or in ICF/DD's

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As a result of an amendment to AHCA Rule 59G-8.200 Florida Administrative Code which became effective June 23, 2005, a number of changes in service delivery practices, documentation, provider qualifications, training and service levels had to be incorporated into the October 2003 Florida Medicaid Developmental Disabilities Waiver Services Coverage and Limitations Handbook. (If you do not have a copy of the handbook, it is available online at <http://floridamedicaid.acs-inc.com> by clicking on Provider Support, then on Handbooks, and finally on Developmental Services Waiver.)

In an effort to make you aware of the above referenced changes, the Agency for Persons with Disabilities (APD) has developed a plan that details the changes that have been made to the Coverage and Limitations Handbook as well as the effective dates for compliance with those changes. Please review the attached "Implementation Plan for October 2003 Handbook" closely in order to familiarize yourself with the changes that have been made to the handbook and make sure that your operational practices are in compliance with those changes by the effective dates noted in the plan.

Please note that clarification has been received from the Agency for Persons with Disabilities Central Office that college, vocational or technical training equal to 30 semester hours, 45 quarter hours or 720 classroom hours beyond the high school diploma or equivalent level can be substituted on a year for year basis for the experience requirements of Adult Day Training direct service staff. Also note that direct service staff must be at least 18 years of age whether or not this requirement is specifically mentioned under the "Provider Qualifications" as was the case for Non-Residential Support Services.



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If you are in need of training to meet any of the provider requirements, please check the Agency for Persons with Disabilities SunCoast Region Training Calendar for availability and pre-register for the class as soon as possible. (If you do not have a copy of the training calendar go to [www.fccflorida.org](http://www.fccflorida.org), click on any of the yellow counties (Desoto, Hillsborough, Manatee, Pasco, Pinellas, or Sarasota) on the Florida map, and then click on APD SunCoast Training Calendar.)

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In addition to the above changes, APD Operating Procedure 10-002 “Incident Reporting and Risk Management” and SunCoast Region Operating Protocol #05-01 “Incident Reporting” have been revised and a new “Incident Reporting Form” has been developed. It should be noted that there are electronic and hand written versions of the “Incident Reporting Form”; both versions of the form as well as the State Operating Procedure and Regional Operating Protocol can be found on the Internet at [www.fccflorida.org](http://www.fccflorida.org) by clicking on any of the yellow counties (Desoto, Hillsborough, Manatee, Pasco, Pinellas, or Sarasota) on the Florida map . Whenever possible, the form should be submitted electronically by using the email submit button. **When submitting electronically, please remember to print the form before emailing it because you will not be able to save information submitted on the PDF version of the form.** Saving the PDF version of the form will produce a hard copy of the “Incident Reporting Form” but none of the information submitted on it will be captured on the printed document . If the handwritten version of the form is submitted, please make sure that it is either typed or legibly written. The revised APD Operating Procedure and Regional Operating Protocol are to be implemented immediately. Please also begin using the new “Incident Reporting Form” immediately and discard any previous incident reporting forms that you may still have in your possession.

I would like to take this opportunity to thank each of you in supporting the individuals that we serve to attain their hopes and dreams. I know that I can count on you to put the above operational changes into practice in order to better serve our consumers.