

PDR Administrative Tool		
Weights for Scoring		
Element Number	Description	Weight
1	The provider has completed all aspects of required Level II Background Screening.	1
2	The provider received training in Zero Tolerance.	1
3	The provider received training in Direct Care Core Competency.	1
4	The provider received training in HIPAA.	1
5	The provider received training in Person Centered Approach/Personal Outcome Measures. (5 day POM training for WSCs addressed under WSC specific training requirements)	1
6	The provider received training with an emphasis on choice and rights(Included in 34 hour Statewide and 26 hour Area Specific training for WSCs/CDC+ Consultants)	1
7	The provider received training in the development and implementation of the required documentation for each waiver service provided. (Included in 34 hour Statewide and 26 hour Area Specific training for WSCs/CDC+ Consultants)	1
8	The provider received training on the Medicaid Waiver Services Agreement, its Attachments and the Developmental Disabilities Waiver Services Coverage and Limitations Handbook and its appendices. (Included in 34 hour Statewide and 26 hour Area Specific training for WSCs/CDC+ Consultants)	1
9	The provider received training specific to the scope of the services rendered. (Included in 34 hour Statewide and 26 hour Area Specific training for WSCs/CDC+ Consultants)	1
10	The provider received training specific to the needs or characteristics of the individual as required to successfully provide services and supports. (Included in 34 hour Statewide and 26 hour Area Specific training for WSCs/CDC+ Consultants)	1
11	If applicable, the provider received training in Medication Administration per FAC 65G-7.	1
12	If applicable, the provider has been validated on medication administration per FAC 65G-7.	1
13	The provider received required training regarding FAC 65G-8 (will reword for more clarity).	5
14	The provider received training in HIV/AIDS. (Infection Control now captured in Core Comp.)	1
15	The provider received training in Cardiopulmonary Resuscitation (CPR).	1
16	The provider received 8-hrs of annual in-service related to implementation of individually tailored services.	1
17	The provider received 34 hours of Statewide pre-service training.	1

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18	The provider received 26 hours of Area- specific training.	1
19	The provider has received training on the Administration of APD Assessment Tool	1
20	The provider received 24 hours of ongoing annual job related training.	1
21	Provider received a Certificate of Consultant Training from a designated APD trainer.	1
22	The provider received 18 hours of pre-service certification training. If enrolled before March 1, 2004, a solo provider or agency staff is only required to have twelve (12) hours of pre-service training.	1
23	The provider has attended an employment-related conference.	1
24	The provider received 12 or 18 hours of pre-service certification training. (12 hrs prior to October 2003-18 hrs after October 2003).	1
25	The provider received 20 contact hours of instruction in a curriculum, meeting the requirements specified by the APD and approved by the APD-designated behavior analyst.	1
26-37	The provider meets all minimum educational requirements and levels of experience.	3
38	The provider has written policies and procedures on the use of the personal outcome process, and how individual outcome information will be incorporated into service delivery planning.	1
39	The provider has written policies and procedures governing how a person-centered approach to services will be provided in order to meet the needs of the recipients served and to achieve the personal goals on the support plan.	1
40	The provider is able to describe the organization’s person centered planning process, i.e. developing Implementation Plans, Support Plans, etc.	1
41	The provider has written policies and procedures that will promote the health and safety of every recipient who receives services (to include Abuse/Neglect, Incident Reports, Bill of Rights).	1
42	The provider can describe procedures for reporting any rights violations.	1
43	The provider has evidence of teaching individuals/legal representatives about their rights, e.g. signed receipt of the Bill of Rights of Persons with developmental disability, at least once annually.	1
44	The provider can describe reporting procedures for any incidents of abuse, neglect, and/or exploitation.	1
45	The provider has identified and addressed trends related to abuse, neglect, and exploitation.	1

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46	All instances of abuse, neglect, and exploitation have been reported.	5
47	The provider has written policies and procedures which detail the safe administration and handling of medication in order to assure the health and safety of recipients served; if it is the policy of the provider that the provider or the provider's staff should not administer or assist in administration of medication, this should be clearly stated.	1
48	The provider tracks and addresses medication errors (if administering medication).	5
49	The provider has written policies and procedures to ensure the smooth transition of the recipient between providers and other supports and services.	1
50	The provider has written policies and procedures that address the provider's staff training plan and that specify how pre-service and in-service activities will be carried	1
51	The provider has written policies and procedures to address grievances.	1
52	The provider maintains a log of all grievances.	1
53	The provider has evidence of teaching the individual/legal representative about the grievance policy.	1
54	Individuals sign the provider's grievance policy within 30 days of beginning services and annually thereafter.	1
55	The provider has a written policy for conducting self-assessments.	1
56	The provider has completed a Self Assessment including all required components at least once in the past year.	1
57	The provider has taken quality improvement actions as a result of the self assessment.	1
58	The provider maintains a current table of organization, including board of directors (when applicable), directors, supervisors, support staff, and all other employees.	1
59	The provider tracks and addresses all incident reports.	5
60	The provider updates policies and procedures in a timely manner.	1
61	Vehicles used for transportation are properly insured and properly registered.	1
62	Drivers of transportation vehicles are licensed to drive vehicles used.	1
63-67	The provider has evidence of monitoring and reviewing projected service outcomes.	1

***Number 62 is actually Number 38 in the final Administrative Tool**