

COMPANY DEADLINE REQUIREMENTS

As a provider of supported living services to developmentally disabled individuals under the med-waiver/ibudget program, you are required to complete certain company-required and med-waiver required paperwork accurately and on time, to include, but not limited to contracts, policies, background screenings, training, reports, assessments, etc.

The company reserves the right to modify these deadline requirements to meet med-waiver requirements.

PAPERWORK

All paperwork, including but not limited to service logs and quarterly, and annual paperwork is due according to set guidelines. Service logs are due each Monday. All Quarterly Reviews, including the Annual Review, are due by the end of the month when the quarterly review or annual report is required to be completed. Quarterly and Annual Reviews are based on the effective date of the individual's support plan and MUST be completed within that time frame. The company reserves the right to require other paperwork as needed.

INCIDENT REPORT

Staff will follow the procedures for reporting incidents as stated on the APD Incident Report and in accordance with company policy for reporting incidents.

MEDICATION ERROR REPORT

Staff will follow the procedures for reporting a medication error as stated in FS 65G-7 and in accordance with company policy for medication administration.

SELF ASSESSMENT

The Self Assessment is due annually by June 30.

TRAINING

Refer to the Training Chart for due dates for all training. Some training is due PRE-HIRE, some is due within 30 or 90 days, some is due PER CERTIFICATE, and some is due ANNUALLY. The company reserves the right to require other training as needed.

SLC, LSD1, and PS ANNUAL TRAINING

Annual training must be completed each year between January 1 and June 30.

POLICIES, CONTRACTS, & OTHER COMPANY-RELATED BUSINESS

All policies, contracts, and other company-related business must be signed within 30 days of hire and annually by Jan 31 or when there is a change thereafter. Use the Policy Tracking to sign annually (if there are no changes to the policies) to eliminate paper waste.

LEVEL II BACKGROUND SCREENING

Level II Background Screening includes a Local Law Check, the Affidavit of Good Moral Character, the Affidavit of Trust, the Level II Results (or Exemption letter), as required. These must be completed PRE-HIRE and within 5 years for each successive screening. FOR EXAMPLE: Level II background screening must be obtained by June 30 2014 for a hire date of July 1, 2014. If the screening results were completed on June 30, 2014, then the next screening results must be completed **before** June 30, 2015. Results may take weeks to obtain, so you MUST begin the process at least 1-2 months prior to the due date.

I have read and fully understand the information regarding company deadline requirements and agree to follow its dictates.

Staff Signature

Date