Consumer/Representative Training
Module 3: Employees

Ron DeSantis
Governor

Barbara Palmer
Director
# Employees

<table>
<thead>
<tr>
<th>Types of Employees</th>
<th>Find, Hire, Manage</th>
<th>Cautions</th>
<th>Background Screening</th>
</tr>
</thead>
</table>

**Employees**

*agency for persons with disabilities*  
*State of Florida*
Provider Types

- Agency Vendor
- Independent Contractor
- Directly Hired Employee
Agency Vendors

- Established Business
- Provides Services or Supplies
  - Examples: ADT programs, Dentist, Consumable Medical Supply Companies
Independent Contractor

- Single Person
- Licensed or Certified Professional
Directly Hired Employee

• Everyone else
Finding and Hiring Employees

- Job Description
- Interview Questions and Reference Checks
- Special Considerations
Job Description

- Basic Job Duties
- How the Job will be done
- Number of hours/days needed each week
Interview

- Establish Questions
- Interview all employees
- Establish Boundaries with family and friends
- Safety First
Family and Friends

**Benefits**
- Easy to find
- More affordable
- Might already be a Live-in

**Risks**
- Harder to fire
- Difficult to manage
- Might make own decisions

**Cautions**
- Public Assistance
- No contribution to SS
- No contribution to Medicare
Additional Managing Tips

• Pay a fair wage
• Value and respect employees
• Be flexible
• Timely payroll submission
IRS Notice 2014-7
Department of Labor

- Minimum wage
- Child Labor laws
- Workers Compensation Insurance
Background Screening

AHCA Portal - Login

This Portal Login page will allow an authorized user access to external systems maintained by the Agency for Health Care Administration (AHCA) for the purpose of viewing and maintaining information.

AHCA Portal Login

User ID: 
Password: 

Log In

Forgot Your Password?
Reset Password Instructions
New User Registration
How-to PowerPoint

Care Provider Background Screening Clearinghouse
Thank you for your participation

For additional questions, please contact:

Lydia Bustillo
Lydia.Bustillo@apdcares.org
850-274-1211

Or CDC+ Customer Service
1-866-761-7043

CDC+ Website http://apdcares.org/cdcplus/