

Downloadable Training Instructions

SUMMARY

The Centers for Medicare & Medicaid Services (CMS) and the New York State Department of Health (DOH) have established a federal-state partnership to implement the Medicare-Medicaid Alignment Initiative (Demonstration) that will better serve individuals eligible for both Medicare and Medicaid. Under the partnership, DOH and CMS contracts with Fully Integrated Duals Advantage (FIDA) Plans, which are Medicare-Medicaid Plans (MMPs) that provide integrated benefits to people eligible for both Medicare and Medicaid. The FIDA plans will oversee the delivery of covered Medicare and Medicaid services for enrollees who reside in New York City and surrounding counties of Nassau, Suffolk, and Westchester. The demonstration will begin January 1, 2015 and continue until December 31, 2017.

WHO MUST BE TRAINED

All Physicians, Nurse Practitioners, Physician Assistants and other Practitioners and Providers that are normally credentialed by the FIDA plans and responsible for the care of FIDA participants must take the training. The clinical leadership and compliance/administrative staff responsible in the organization are also required to take the FIDA training. FIDA education of additional downstream staff would need to be determined by the Organizational leadership depending on the internal structure, but it must take into account how the organization will comply with the FIDA requirements for FIDA participants. **Any member of the IDT team must complete the training.**

As new staff and practitioners are employed, it is the responsibility of the organization to provide the appropriate FIDA training, either by directing them to complete on the web portal, or through an in-service training within 60 days of the new staff and practitioners' start date.

A list of frequently asked questions about FIDA provider training, their answers, and additional resources is available here:

https://www.resourcesforintegratedcare.com/sites/default/files/Provider%20Training%20Q%20%20A_30_2015_1.pdf

NUMBER OF TRAINING MODULES

There are five different FIDA training modules that must be completed as mandated by CMS, DOH and contracted FIDA Plans. Those are:

- ***FIDA Overview Training*** – explains the benefits, eligibility and basics of the FIDA program, including the Model of Care, the Interdisciplinary Team (IDT) purpose and structure, the Comprehensive Assessment, the Person-Centered Service Plan (PCSP) components, Transition of Care, Authorizations, Grievance and Appeals, and Community Resources [now available].
- ***Cultural Competency Training*** – explains how to support and interact effectively with persons of other cultures and socio-economic backgrounds [now available].
- ***Behavioral Health Training*** – explains how to identify and support persons with behavioral health issues and diagnosis [now available].

- **Disability Training** – explains the American with Disabilities Act (ADA) and how to provide reasonable accommodations and support and effective interactions for persons with disabilities including the elderly [Providers will be advised when this training is available].
- **Recovery & Wellness** - Interdisciplinary Team members will also need to take Recovery & Wellness Training –that covers Independent Living, Recovery Model, Issues facing Nursing Home Residents and Wellness Programs [Providers will be advised when this training is available].

GETTING STARTED

Any training conducted by the Organization leadership for staff outside of the FIDA Provider Training website (administered by Lewin) must complete the Excel spreadsheet that will be used to credit the Organization’s compliance.

To begin the training the Administrative staff can go to https://www.resourcesforintegratedcare.com/FIDA_Downloadable_Provider_Training, and download each training module to be administered along with a participant excel spreadsheet. Once the presentation has been completed the participant excel worksheet must be completed with the relevant information so that it can be uploaded and all FIDA plans will have access to the information and be able to credit your organization for completion of the training. You will receive a confirmation email acknowledging your submission. This will also confirm that you attest to accuracy of the information submitted.

Completing the Excel Spreadsheet.

Enter all applicable identifiers; enter the date of the training and the yes/no indicator under the applicable training. Please list each participant’s name. The following information is needed to complete the sheet:

- Participant Name
- Organization Name
- Organization Tax Identification Number
- Participant Individual NPI (if applicable)
- Participant License Number (if applicable)
- Date Training was given
- Training Module covered:
 - FIDA Overview Training
 - Cultural Competency
 - Behavioral Health
 - Disability
 - Supplemental Interdisciplinary Team (IDT) Training

Submitting the Excel Spreadsheet

In order to properly document that your organization has completed the training, send an email, with the excel spreadsheet to RIC@lewin.com. Please ensure the subject line reads **Downloadable Training**. It is also important that all documentation be kept on file and produced as requested by CMS, NYSDOH or a contracted FIDA plan. By submitting this information you are attesting to the following:

Training Attestation

By submitting the FIDA Participant Training spreadsheet to RIC@lewin.com, I attest that my organization has delivered the required training indicated on the spreadsheet for the providers/staff listed. Additionally, this will confirm that I attest to the accuracy of the information submitted and understand that my organization will receive credit for training completion. I will maintain a copy of the participant list and confirmation email and all supporting documentation regarding the completed training. I understand that additional information to substantiate the documentation submitted may be requested by any of the contracted FIDA plans, CMS, and/or the NYSDOH and I agree to provide such information upon request.