

**Notice of Instruction**  
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**Notice of Instruction Number: 061213-Revised 701B Assessment-cw**

**TO:** All Lead Agencies

**FROM:** Christy Wright, Program Manager

**DATE:** June 12, 2013

**SUBJECT: Notice of Instruction: Internet Based DOEA 701B Comprehensive Assessment Form Training and Certification**

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The purpose of this notice is to provide guidance regarding training and certification for the revised DOEA 701B Comprehensive Assessment Form (701B Form). The Department of Elder Affairs (Department) partnered with subject matter experts (including nationally recognized clinicians and researchers), Comprehensive Assessment and Review for Long-Term Care Services (CARES) staff, Nursing Home Diversion managed care organization representatives, Aging Network representatives, and contractors from three state universities, to revise and pilot test the 701B Form. The Department also developed a training program which includes testing and certification.

The Department is pleased to announce the availability of the web-based training and certification on the official 701B Form as of Monday, June 10, 2013. All staff who will be conducting 701B assessments **must be certified on the official form before July 1, 2013**. Previous certification is not acceptable. All assessments conducted after June 30, 2013, must be completed by newly certified staff using the official form. The training format includes a range of information, from an introduction of key concepts on the form, to specific hints and suggestions from experienced assessors and case managers in the field.

To begin the 701B Form training and certification process, training participants must complete the following steps:

1. Enroll in the training at the following web address: <http://doea.fcpr.fsu.edu/login/index.php> . Enrolling at the web address provides access to the home page with the welcome letter.
2. Navigate to the upper right corner and login.
3. Select "Create New Account" from the right side and enter requested information. You will receive an e-mail confirming your registration.
4. Enter enrollment key "DOEA" when prompted.
5. Log into the training site, and select the "701B Comprehensive Training" link to begin.

Page 2: Notice of Instruction: Internet Based DOEA 701B Comprehensive Assessment Form Training and Certification June 11, 2013. The anticipated time required for completion of the training and testing is between 10 and 12 hours. The training does not need to be completed in a single session; rather, participants may stop at any point in the training to log out, and resume after a subsequent login. The certification test cannot be attempted until all the training modules have been completed. To receive a certificate of training completion, testers will be required to score 90 percent or above on a multiple-choice test, consisting of 60 questions (allowing six missed questions). The test is not timed and can be re-taken as many times as needed.

**The training will be available starting on June 10, 2013.** In order for staff to administer the official 701B Form on July 1, 2013, the certification training must be completed by June 30, 2013. Additionally, training will be available for new staff on an ongoing basis. The certificate of training completion must be available upon request. Please note staff can only administer the official 701B Form as of July 1, 2013, if they have achieved with the required score of 90 percent. Previous certification is not acceptable.

For planning purposes, the form is available by navigating to <http://elderaffairs.state.fl.us/doea/forms.php> , Assessment Forms. Please note that the official 701B Form is for use on or after July 1, 2013.

If staff experience technical problems with the web-based training system, they should send a detailed email to [trainingadministrator@elderaffairs.org](mailto:trainingadministrator@elderaffairs.org) . If you have general questions, please contact your program manager. Thank you for your cooperation as we transition to the revised 701B Form to better serve Florida's elders and adults with disabilities.