

The Department of Disability and Aging (DDA) Provider Manual Chapter 5.8 states the following positions, listed below, "are required to attend a DDA New Provider Orientation within ninety (90) calendar days of being appointed/assuming office or beginning contracted services with DDA - or complete the online equivalent":

- 5.8.a.8: Not for Profit: Board Chairperson and Chief Executive Officer/Executive Director
- 5.8.b.5: For Profit: Executive Director

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**By my signature, I certify:**

1. *I have chosen to review the online New Provider Orientation materials in lieu of attending the New Provider Orientation class;*
2. *I have reviewed and familiarized myself with the New Provider Orientation materials regarding the policies, philosophies, practices, benefits, and expectations of the Department of Disability and Aging as well as provider responsibilities;*
3. *I agree to comply with the requirements specified in the New Provider Orientation materials;*
4. *I understand that the New Provider Orientation Acknowledgment Form is not a contract and should not be deemed as such;*
5. *I will retain a copy of the completed New Provider Orientation Acknowledgment Form, as it must be available for review by Quality Management staff during future surveys; and*
6. *I will send the completed form to my Regional Office contact.*

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**Name of Provider Agency**

**Date of Appointment**

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**Printed Name and Title (Board Chairperson or Executive Director)**

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**Signature**

**Today's Date**

*If you choose to review the online New Provider Orientation materials prepared by DDA in lieu of attending the New Provider Orientation class, please review the information carefully.*