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MEMORANDUM

TO: Executive Directors, Day Programs
Executive Directors, Residential Services
Day Program Directors
Residential Directors
Regional Center Facility Administrators

FROM: Janet Brock Priest, Associate State Director-Operations 

DATE: July 11, 2024

SUBJECT: FY25 Positive Behavior Support Training Courses

After a long hiatus, DDSN began offering Positive Behavior Support training courses again in 2022. Two (2) courses are offered; those courses are described below. These courses are offered free-of-charge.

Course participants are surveyed following course completion. The survey responses indicate that 96% of participants would recommend the course to others who hold a position like the participant's position. Participants surveyed also found the training extremely or very practical (94%) and extremely or very useful (97%).

Positive Behavior Support - Supervisor's Course

This course is targeted to those who supervise Direct Support Professionals (DSPs), and to those who may be designated by your agency as a trainer/teacher of Positive Behavior Supports to other staff. It is a four (4) day, in-person, course, held one (1) day per week for four (4) consecutive weeks. All days of training must be fully attended for successful completion. Missed day(s) of training cannot be made-up; participants who miss any day(s) of training, or portions thereof, must re-take the entire course. Following the training, a skills check must be completed at each participants' worksite. The course is not considered successfully completed unless all four (4) in-person classes are fully attended, and the skills check is completed.

Courses are limited to twenty (20) participants and access will be granted on a first come, first served basis.

Please note: *The Supervisor's Course is not appropriate for staff who deliver Early Intervention Services, Employment Services – Individual, or Case Management (i.e., Waiver Case Management, Medicaid Targeted Case Management or State Funded Case Management) unless the staff person is seeking to become a Positive Behavior Support Trainer for your agency.*

Positive Behavior Support Trainer's Course

The Positive Behavior Support Trainer's Course is targeted to those who have successfully completed the Supervisor's Course. Through the Trainer's Course, upon successful completion, the participant will be certified as a Positive Behavior Support Trainer. When certified, the trainer can teach Positive Behavior Support to other agency staff (e.g., during new employee orientation, annual staff training). To be a Certified Positive Behavior Support Trainer, the person must have:

- successfully completed the four (4) day Supervisor's Course (above)
- successfully completed an additional two (2) day course specifically for trainers (Trainer's Course); and
- been observed conducting/delivering Positive Behavior Supports training to staff within ninety (90) days of the completion of the Trainer's Course.

Courses are limited to ten (10) participants. Participants who successfully complete the Supervisor's Course will be offered the opportunity to participate in the Trainer's Course.

As noted, the space in these courses is limited. Registration is required and information about future course offerings is forthcoming. Unfortunately, over the past year, there has been an increase in participants registering for a course but not attending. Approximately 32% of those who registered did not attend any of the course sessions. Please make sure that staff who register attend. If their attendance is questionable, please refrain from registering so that someone else can take advantage of the opportunity.

DDSN is excited to continue offering these courses and hopes that you will take advantage of the opportunity.