



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

More Positive Behavior Support ‘Train the Trainer’ Sessions

Target Audience - Qualified Vendors and Providers

Transmittal Date - 5/28/2024

The Division of Developmental Disabilities (DDD) [added more Positive Behavior Support Train the Trainer sessions](#) in June and July for Qualified Vendors and providers.

Vendors and providers must complete the training of trainers and Direct Support Professionals (DSPs) by **Sept. 30, 2024 to receive the \$400 financial incentive.**

* [Sign Up for a Train the Trainer Session Now](#) *

How to Receive the Financial Incentive

To receive the financial incentive, follow these steps after DSPs have completed the training:

1. Within 15 days of completing the course, submit a roster, pre-assessment, post-assessment, and survey for each individual who attended the training to the Division of Developmental Disabilities at dddstatewidetraining@azdes.gov.
 - If the training is done virtually, be sure each student submits their own pre-assessment, post-assessment, and survey using the Google form links provided in the training sessions.
 - Send the roster of virtual trainees to dddstatewidetraining@azdes.gov within 15 days. These documents must be submitted prior to billing.
2. Complete a [PBS Billing Template form](#).
3. Upload the PBS Billing Template form to the same FTP site you use for billing submissions by March 28, 2025.

Please note that DSPs must complete the training by Sept. 30, 2024 for vendors and providers to receive the financial incentive. DDD allows extra time to submit the billing information through March 2025.