



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

Positive Behavior Support Training Updates

Target Audience - Qualified Vendors and Providers

Transmittal Date - 7/12/2024

DDD [added more Positive Behavior Support Train the Trainer sessions](#) in July and August for Qualified Vendors and providers.

In order for trainers to receive proper credit for completing the training, and for vendors to receive the financial incentive, all training participants and trainers must enter their NAMES into the pre- and post-assessment, as well as the survey how they are listed on the billing template.

The trainers' names are used to verify the vendor agency and participants. If the trainers' or participants' names do not align with the billing template, the incentive payments may be delayed.

How to Receive the Financial Incentive

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

1. Within 15 days of completing the course and prior to billing:
 - If the training was done in person, submit a roster, pre-assessment, post-assessment, and survey for each individual who attended the training to DDD at dddstatewidetraining@azdes.gov.
 - If the training was 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 completed roster of virtual trainees to dddstatewidetraining@azdes.gov.
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.

Technical assistance is available to anyone who has taken the Positive Behavior Supports training and needs additional help. This resource is free of charge. Please [click this link to register](#) for the next technical support sessions.

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.

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