



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

NEW POSITIVE BEHAVIOR TRAINING FOR QUALIFIED VENDORS LAUNCHING JANUARY 2024

Target Audience - Qualified Vendors and Providers

Transmittal Date - 12/22/2023

Arizona's Division of Developmental Disabilities (DDD/Division) is launching a Positive Behavior Support (PBS) training on January 16, 2024, to help Direct Support Professionals (DSPs) who care for the people DDD serves. The Division will be issuing American Rescue Plan (ARP) incentive funding to support Qualified Vendors with the training of their DSPs.

Positive Behavior Support, frequently referred to as PBS, is a person-centered approach that can improve relationships between members and their caregivers. It's a set of research-based practices used to reduce challenging behavior while improving quality of life.

The training model educates DSPs and caregivers on skills, tools, and resources they can use to assist in the behavior change process. This often leads to an improved environment for the individual receiving DDD services.

The PBS training will:

- Inform participants of the historical approach to behavior management and identify how these approaches had a negative impact on an individual's quality of life.
- Teach how self-determination and self-advocacy are imperative for independence and autonomy.
- Explore the foundations of behavior including how trauma and adverse childhood experiences shape brain development and behavior.
- Examine how PBS works with trauma-informed care and self-determination by educating on basic needs, rights, and communication.
- Teach foundations of behavioral approaches, including how to identify behavior and recognize the environmental factors that influence behavior.
- Identify tools and resources to support individuals to improve the quality of their lives.

The Division will provide funding to Qualified Vendors to deliver this training to staff and members. The Division is providing train-the-trainers opportunities for Qualified Vendors to have their training staff learn the curriculum and ask questions. The Qualified Vendors' trainers can then deliver the PBS training to DSPs.

To enroll trainers in these sessions, [click here](#). Once trainers have completed the training, the Division will provide the PBS training materials to Qualified Vendors. After receiving the training materials, the trainers can begin educating DSPs on PBS modalities.

Financial Incentives for Training Staff

The PBS train-the-trainer sessions will be two days in length and the Division will provide an incentive to Qualified Vendors of \$400.00 per person for their trainers to attend, complete the curriculum, and pass a competency assessment. Additionally, a \$400.00 incentive will be given for each DSP trained.

In order to be reimbursed, Qualified Vendors must submit detailed information regarding the training conducted. The Division has created a billing template with the required information.

Completed forms should be uploaded using the same FTP site Qualified Vendors currently use to upload billing submissions. Qualified Vendors will see a folder labeled “reports” when logging into the billing area of the FTP server. In the “reports” folder is a subfolder titled “TrainingBill,” which should be used to upload all training billing templates. Qualified Vendors will see the “TrainingBill” folder in the FTP by September 30, 2024.

Qualified Vendors must use the following naming convention to ensure Division-automated processes will properly pick up the submission for processing. The naming convention to be used is as follows:

- **XXXX_ANTRAINING_YYYYMMDD.xls** (DDD will accept both .xls or .xlsx file types)
- **XXXX** = VENDOR 4 character PBS code
- **YYYYMMDD** = The year, month, date of submission.

Example: ABCD_ANTRAINING_20210715.xls

- ABCD would be the Qualified Vendor’s specific four-character PBS code.

File and Payment Processing Schedule

Files will be retrieved once a week and must be submitted prior to 3:00 p.m. on Fridays to be processed for the following week. The file will be removed from the folder for processing when it has been retrieved. Payments will be created outside of FOCUS and will not be included in the Billing Detail Reports.

The Division’s finance team will process the payments manually through the state accounting system. Vendors can track payments via the State system at <https://www.venpay.gao.azdoa.gov/>. The description for the payment will appear as “ PBS Training” so it can be easily identified.

Please contact DDDBusinessOperationsComments@azdes.gov with any questions.