

600 TRAINING

EFFECTIVE DATE: August 28, 2024

REFERENCES: A.A.C. R6-6-906.

PURPOSE

This policy outlines training requirements with respect to Article 9 and Prevention and Support.

POLICY

A. Article 9 Training Requirements

1. Service Providers shall ensure all direct support professionals, managers, and supervisors of direct support professionals successfully complete Article 9 training.
2. The Division shall ensure that all Division employees successfully complete Article 9 training.
3. All Article 9 training shall be taught by a Division-approved certified Article 9 Instructor.
4. Article 9 Trainers shall only provide Article 9 as an in-person and instructor-led training in a live classroom environment, to include a virtual setting.

5. The Division and Service Providers shall ensure that Article 9 training is completed by employees required by this policy to be trained in Article 9 as follows:
 - a. Initially within 90 calendar days of an employee being hired or before the employee works directly without supervision from an individual with a current certification in Article 9 with Members, whichever is earlier; and
 - b. Recertified as directed by the Division but not to exceed three years.

6. The Division shall ensure that Article 9 training includes:
 - a. The requirements, restrictions, and purpose of Article 9;
 - b. Intervention strategies, including those described in Article 9;
 - c. Legally mandated Members' rights;
 - d. Confidentiality requirements;
 - e. Abuse and Neglect; and
 - f. Division policies and procedures relating to Article 9.

B. Prevention and Support Training Requirements

1. The Division shall require Prevention and Support training and

certification to be taken by all staff and providers providing direct care to Members who may exhibit Unsafe Behaviors as documented in the Member's Planning Document and the Member's Behavior Plan.

2. All Prevention and Support training shall be taught by a Division-approved certified Prevention and Support Instructor.
3. The Division and Service Providers shall ensure that Prevention and Support training is completed by employees required by this policy to be trained in Prevention and Support as follows:
 - a. Initially within 90 calendar days of an employee being hired or before the employee works directly without supervision from an individual with a current certification in Prevention and Support with Members, whichever is earlier; and
 - b. Recertified as directed by the Division but not to exceed three years.
4. The Prevention and Support trainer providing Prevention and Support training shall include instruction on the use of specific Physical Intervention techniques to be implemented by staff and

providers during an Emergency Safety Situation to include hands-on application and competency testing.

5. Prevention and Support trainers shall ensure trainings provide the following requirements:
 - a. Use the least amount of Physical Intervention necessary to safely manage an Emergency Safety Situation;
 - b. Physical Intervention is to be used only when less restrictive methods are unsuccessful or are inappropriate;
 - c. Physical Intervention is to be used only when necessary to prevent the risk of serious harm or injury to the Member or others; and
 - d. Physical Intervention techniques implemented during the Emergency Safety Situation are to be used for the least amount of time necessary to create safety.

C. Article 9 Instructor Training Requirements

1. The Division shall require successful completion of a Division-approved Article 9 Instructor Clinic conducted by a Lead Instructor from the Article 9/Prevention and Support Lead Advisory Committee for anyone to become an Article 9 trainer.

2. Article 9 trainers shall maintain compliance with the Article 9 Instructor Responsibilities and Requirements located in DDD-1691A.

D. Prevention and Support Instructor Training Requirements

1. The Division shall require the following for anyone to become a Prevention and Support Trainer: successful completion of a Division-approved Prevention and Support Instructor Clinic conducted by a Lead Instructor from the Article 9/Prevention and Support Lead Advisory Committee for anyone to become a Prevention and Support trainer;
2. Prevention and Support trainers shall maintain compliance with the Prevention and Support Instructor Responsibilities and Requirements located in DDD-1693A.

E. Training Documentation Requirements

1. Certified Instructors shall maintain training rosters and completed assessments of direct care staff for three years.
2. Certified Instructors shall submit completed training rosters to the Division within 30 days.

3. The Division shall maintain training documents related to Article 9 and Prevention and Support for a minimum of five years or as required by Records Retention policy.