**SUMMARY OF WV APBS NETWORK RETREAT**

**September 8, 2010**

**The meeting began at 9 AM at the WVU Building with the following individuals present:**

**Joy Arbuckle, Jimmie Beirne, Liz Bragg, Carol Brawley, Angela Bryson, Francie Clark, Theresa Evanoff, Charlotte Hays, Kathy McClung, Carol Newlon, Gloria Sage, Cassandra Toliver, Sam Walker-Matthews, Jennifer McFarland Whisman.**

**The first item on the agenda was to develop the criteria for evaluating trainings seeking approval from the Network. Carol B. provided Pat Nisbet’s most recent draft wording for the Behavior Support Professional (BSP) definition, and the discussion focused on the actual meaning of the two-year “bridge” period and whether experienced staff would be allowed to bill the new BSP code for that entire period. The statement under BSP Core Job Functions that the BSP “must collaborate with Therapeutic Consultant. . . “ also produced questions so Cassandra was able to arrange for Pat Nisbet to meet with us face to face the next day. In the meantime the attached enrollment application was developed to allow agencies to indicate to APS Healthcare how they intend to qualify staff for billing the BSP code. Since the definition says individuals can qualify through enrollment in an online course, we also reviewed the Online Academy’s PBS Modules. Francie suggested the Kansas Institute of Positive Behavior Support (KIPBS) has a more intensive online course, but it does not offer the ability to complete assessments and submit. Several people felt it would be more efficient to have the Network develop a PBS training and make it available to all rather than review numerous trainings from agencies. While the Network supports this idea, developing this training now would distract the Network from its present goal of creating a PBS Endorsement process. In addition, there is great benefit from agencies developing their own training as they will be learning by doing. The Network will target the development of a high quality curriculum after the endorsement process is established. In the afternoon, we also reviewed the vision, strengths, weaknesses, opportunities, and threats from our July 2007 retreat to prepare to develop a five-year action plan for the endorsement process. It was finally decided to table the action plan till the September 29 meeting of the entire network since the discussion on the BSP definition and training approval process took longer than expected.**

**The following recommendations were also discussed:**

* **Post on the WV APBS Network website those agencies that have had their PBS training approved by the Network.**
* **Provide a hyperlink from the WV APBS Network website to the following site where we can post information and documents; https://sites.google.com/site/pbsprofessional/**
* **Ask agencies on the application form if they are willing to provide training to other agencies.**
* **Ask agencies on application form to identify who will be doing the training and their credentials.**
* **Include in the application a time component and a way to reflect hands-on practice.**
* **Grandfathering carries with it the expectation it is forever so using the term “provisional approval” is preferable.**
* **At the conference we hope to hold in the fall of 2011, provide a strand for PBS trainers.**
* **Develop a peer support network to assist agencies informally in developing their training.**

**September 9, 2010**

**The meeting began at 9 AM at the WVU Building with the following individuals present:**

**Joy Arbuckle, Jimmie Beirne, Liz Bragg, Carol Brawley, Francie Clark, Theresa Evanoff, Kathy McClung, Carol Newlon, Gloria Sage, Cassandra Toliver. Pat Nisbet, Randy Hill, and Lori McGurty also joined the group for part of the morning discussion.**

**Pat Nisbet had already sent word to the group that she would not be willing to consider allowing agencies to bill the behavior support professional code for as much as two years while waiting for staff to complete training. The group agreed to ask Pat to extend from three to six months the time agencies can bill while waiting for their PBS training to be approved. Pat agreed to this and also agreed that agencies will also have six months to get their staff trained. Pat said she now expects the new Title XIX MR/DD Waiver manual to take effect March 1. Anyone enrolled in a BCBA or BCABA training course at that time or an online course can start billing the new BSP code. Also in discussion of the statement about collaboration “with TC to ensure that PBS strategies are consistently applied with all training strategies,” it was agreed that this code was not separating behavior and teaching, even though it avoided using the word “supervise.” Pat said that the BSP code should not be used for training with direct care staff unless there was no middleman TC.**

**We shared the Enrollment Application with Pat, Randy, and Lori, and Randy agreed this application would be used to start the BSP service. Access to the service would be turned off after six months unless APS Healthcare receives an email from the Network indicating that the agency’s submitted training has been approved. Pat and Randy requested that they both receive these emails.**

**We agreed that the training application document would require an agency to indicate the specific slide or lines that address each component in the APBS Standards of Practice. Theresa developed an Excel document with each component and space to provide comments about the way an agency includes the information. (See the attached training application draft.) We agreed to have a final draft of the training application ready to explain at the Provider’s Meeting on November 17. We also agreed that agencies will be expected to submit all training documents electronically. The person serving as secretary will be responsible for keeping the electronic files.**

**After lunch we developed a plan for our organizational structure by identifying the roles we need and how these responsibilities will be divided as follows:**

|  |  |
| --- | --- |
| **ROLE** | **RESPONSIBILITIES** |
| **Co-facilitators from 2 different agencies so we always have one present** | **Lead meetings, keep group on task, set meeting agendas** |
| **2 secretaries who will divide duties** | **Send out email announcements for meetings and other messages****Copy handouts****Record minutes and distribute via email****Maintain list of network participants and contact information****Arrange meeting logistics****Act as visual recorder for meeting discussions****Keep electronic files** |
| **Fiscal Manager** | **Provide fiscal report at meetings** |

**A list of participating agencies was developed to include**

**Department of Education**

**Autism Training Center**

**Department of Health and Human Resources**

**Center for Excellence in Disabilities**

**Autism Services Center**

**Seneca Health Services**

**ResCare**

**Open Doors**

**Behavior Solutions**

**DD Council**

**Valley Health Systems**

**WV Advocates**

**Each of these agencies will be asked to provide a letter of support at the September 29 meeting. This letter will indicate that the agency commits to send someone to every meeting and also indicate whether the agency commits to allowing staff to serve in one of the above roles for a year at a time. The above roles will be filled on a fiscal year basis for one year so the first selection will last only till June 30, 2011. This will give the Network time to evaluate this method of establishing organizational structure. A different agency will be picked to select someone to fill each role from those agencies providing letters of support, but the Network will not use voting to fill these roles.**

**We also identified the following agenda for the September 29 meeting in Huntington:**

**AGENDA**

**9:30 Networking with other Network members**

 **10:00 Looking at Our Successes This Year – Gloria Sage**

1. **Report of Spring Conference and Evaluations – Gloria**
2. **Financial Report – Francie will send to Gloria if she cannot be present**
3. **Introductions and individual agency reports**

**11:00 Presentation of Organizational Structure – Carol Newlon**

**11:45 Lunch on Your Own**

**12:45 Developing a PBS Training Approval Process-Report on our retreat – Liz Bragg**

**1:45 Developing an Action Plan for the Endorsement Process – Charlotte Hays, Cassandra**

 **Toliver, Carol Brawley**

**2:55 Closing Remarks**

**Cassandra agreed to bring name tags and sign-in sheets.**

**The following dates were tentatively selected for upcoming Network Leadership Team meetings, but they will not become final till Carol Brawley can check with the DHHR office in Flatwoods on room availability.**

**Wednesday, October 13**

**Wednesday, October 27**

**Wednesday, December 1**

**Wednesday, January 26**

**Wednesday, February 23**

**Wednesday, March 30**

**ENROLLMENT APPLICATION**

**FOR PROVISIONAL APPROVAL TO PROVIDE**

**BEHAVIOR SUPPORT PROFESSIONAL SERVICES**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is submitting this application to APS Healthcare,

 Title XIX MR/DD Waiver, to indicate our intent to meet the training qualifications for Behavior Support Professionals on a provisional basis. We understand that we must meet all required dates as specified in the Title XIX MR/DD Waiver manual in order to continue to provide the Behavior Support Professional service. We are choosing to qualify our staff with the following training: (Check all that apply)

\_\_\_\_\_Develop a Positive Behavior Support training curriculum that embeds all aspects of the Association for Positive Behavior Support Standards of Practice. We will submit this completed training curriculum to the West Virginia Association for Positive Behavior Support Network (WV APBS) along with required application document by this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Staff will receive training through the Online Academy. ([www.onlineacademy.org](http://www.onlineacademy.org) and go to modules. Agencies are responsible for maintaining evidence of a staff person’s successful completion of the seven PBS modules including related activities, questions, and assessments.)

\_\_\_\_\_Staff will receive training through an agency whose positive behavior support curriculum has already been approved by the WV APBS Network.

\_\_\_\_\_Enroll staff in training for the completion of the Board Certified Behavior Analyst or Board Certified Assistant Behavior Analyst Credential.

We understand that this provisional qualification is the first step toward a unified approach to positive behavior support practice in West Virginia and that participants will be urged to complete a positive behavior support endorsement when it becomes available.

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for Positive Behavior Support Training Approval**

Submitted to West Virginia Association for Positive Behavior Support Network for review

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGENCY NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSON/PERSONS SUBMITTING APPLICATION

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOCUMENTS YOU ARE SUBMITTING PowerPoint YES NO

 Notes with slides YES NO

 Small group activity YES NO

 Homework assignment YES NO

 Handouts YES NO List \_\_\_\_\_\_\_\_\_\_\_\_\_

 Competency Test YES NO

 Other YES NO List \_\_\_\_\_\_\_\_\_\_\_\_\_

SUMMARY DESCRIPTION OF TRAINING (Provide an approximate time frame to prove training meets the minimum requirement of 20 hours and also explain how it is delivered.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUMMARY OF MENTORING PLAN: (Explain how the minimum requirement of 10 hours is met. Agency is responsible for maintaining evidence of mentoring.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your training is approved, are you willing to make this training available to others outside your agency? YES NO

If your training is approved, do you give permission to have the agency name listed on the WV APBS website? YES NO

Please identify those individuals who will be trainers for the training your have submitted and their credentials.

|  |  |
| --- | --- |
| **NAME** | **CREDENTIALS** |
|  |  |
|  |  |
|  |  |
|  |  |

The Association for Positive Behavior Supports Standards of Practice will be used by the WV APBS Network to evaluate your comprehensive positive behavior support training for use in preparing Behavior Support Professionals. Thus, we have created a Review Tool listing these standards to provide us with the information we need and attached it as an Excel document. This tool can also be used as a guideline for developing your training. Go to the WV APBS Network website to find additional resources to help in developing your curriculum. <http://www.as.wvu.edu/wvpbs/>

All components of the APBS Standards must be covered in a comprehensive manner and include documented evidence of meeting the APBS Standards. In the evidence column of the attached tool, please provide the page number, slide number, handout number, etc. Each component must include information in the evidence column. Grey blocks indicate that no information is needed in this section.

Please submit this application, the APBS Standards Review Tool, and all parts of your PBS curriculum electronically to weneedanemailaddress@yahoo.com.

This application process establishes minimum standards representing the first steps in a process toward PBS endorsement in West Virginia. If your agency deletes any materials or content from the approved curriculum or makes other changes, the revised curriculum must be resubmitted to the WV APBS Network for review.

The WV APBS Network may require between three and six months to review a submitted curriculum, depending on the number of trainings received. The entire review tool will be returned to the applicant and must be retained for agency records. The WV APBS Network will not maintain a copy of the document. Your returned document will indicate whether your curriculum was approved and also provide suggestions to assist you in making corrections. This evaluation process will be reviewed by the WV APBS Network annually and revisions will be made as needed.

Date review completed by WV APBS Network \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS PBS CURRICULUM WAS APPROVED NOT APPROVED.

(Please see the Review Tool for further explanation if this curriculum was not approved.)