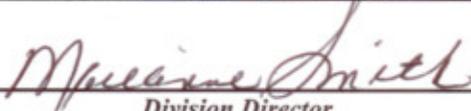


**Delaware Health and Social Services
Division of Developmental Disabilities Services**

Title: Behavior Support / Crisis Intervention Curriculum Review

Approved by: 
Division Director

Written By: DDDS Policy and Records Committee

Date of Origin: May 03, 2006

Revision Date: _____

This policy replaces the existing Community Services policy entitled PEACE (Providing Effective Alternatives to Crisis Encounters)

I. PURPOSE:

Establish the Behavior Support / Crisis Intervention Curriculum Review Committee and to establish standards for staff training and monitoring in the area of Behavior Support / Crisis Intervention.

II. POLICY:

The Division of Developmental Disabilities Services (DDDS) shall establish and maintain a Behavior Support / Crisis Intervention Curriculum Committee to oversee staff training in Behavior Support / Crisis Intervention. This committee shall also act as a monitoring body to ensure that DDDS Staff and those contracting with DDDS to provide services conduct staff training using the same philosophy and an approved Behavior Support / Crisis Intervention Curriculum. Approved curriculum shall promote the principles noted in DDDS' "Proclamation of Beliefs and Guiding Principles". DDDS Office of Training and Professional Development shall maintain a record of all approved Behavior Support / Crisis Intervention Curriculum currently in use by DDDS and/or Contract Provider Agencies.

III. APPLICATION:

All DDDS Staff
All Contracted Staff

IV. DEFINITIONS:

- A. Agency Director / Administrator: The Director, Administrator or person who oversees the Delaware operation of an agency contracting with DDDS to provide services.
- B. Behavior Support / Crisis Intervention Curriculum or Class: Any class or curriculum that is taught as a means of instructing staff about how to support or manage an individual's behavior. Excluded are staff trainings on specific individual plans.

IV. DEFINITIONS (continued)

- C. Certified Trainers: An individual who has successfully completed the required training to be authorized to teach a particular behavior support/crisis intervention curriculum.
- D. DDDS Area Program Director / Administrator: Any DDDS Program Director or Administrator who oversees a specific DDDS area or program (i.e., Stockley Center, Community Services, Adult Special Populations, etc.)
- E. Behavior Support / Crisis Intervention Curriculum Committee: A committee appointed by the Director of the Division of Developmental Disabilities Services to monitor the content and implementation of any Behavior Support / Crisis Intervention curriculum, as well as any changes to curriculum that may take place over time.

V. STANDARDS:

- A. The Behavior Support / Crisis Intervention Curriculum shall be taught by certified trainers and shall consist of training in the areas of Positive Behavior Support and Physical Intervention Techniques as they relate to supporting individuals receiving services.
 - 1. The Positive Behavior Support portion of the curriculum shall emphasize the understanding of human behavior in general and providing person-centered, pro-active environmental supports.
 - 2. The Physical Intervention Techniques portion shall teach approved techniques to physically assist an individual in crisis.
- B. The curriculum shall consistently emphasize The Division's philosophy of providing positive behavioral support in a pro-active and person-centered fashion.
- C. Behavior Support / Crisis Intervention Curriculum shall be reviewed and approved by the Behavior Support / Crisis Intervention Curriculum Review Committee and Administrative staff prior to its implementation.
- D. Training and re-certification for staff shall comply with the standards of the curriculum currently in use.
- E. Re-certification shall not be required for staff who successfully participated in an initial Behavior Support/Crisis Intervention Curriculum and whose job classification does not require them to be recertified.
- F. Initial Behavior Support / Crisis Intervention Curriculum training requirements shall be as follows:
 - 1. All new staff (with the exception of those positions that do not require direct contact with individuals receiving services) shall be required to satisfactorily complete a Behavior Support / Crisis Intervention Curriculum within the first ninety (90) days of employment.

V. STANDARDS (continued)

2. Although ALL staff having direct contact with individuals are required to participate in the Behavior Support / Crisis Intervention training, they may be exempted by a DDDS Area Program Director or Administrator.
 3. The DDDS Area Program Director or Administrator must provide written verification of the exemption to the Director of the DDDS Office of Training and Professional Development.
- G. Trainer qualifications: Trainers shall maintain a valid certification according to the approved Behavior Support / Crisis Intervention Curriculum currently in use.
- H. Trainer Roles and Expectations: Trainers shall be expected to teach the materials in accordance with the approved Behavior Support / Crisis Intervention Curriculum, and to ensure that they emphasize positive behavioral supports and a pro-active person-centered approach to behavior support and crisis intervention.
- I. Trainer Recertification: Trainers shall comply with the requirements of recertification according to the curriculum currently in use.
- J. The Role of the Behavior Support / Crisis Intervention Curriculum Committee shall be to:
1. Monitor the Behavior Support / Crisis Intervention Curriculum to ensure that consistency of philosophy, content and format is maintained throughout DDDS and Contracted Staff.
 2. Process requests, suggestions or comments relative to changes in an approved curriculum. The committee shall make recommendations to the DDDS Area Program Director / Administrator and/or the Director of the Division of Developmental Disabilities Services, as applicable.
 3. Process requests from DDDS and provider agencies to teach physical techniques that are not normally taught as part of the Behavior Support / Crisis Intervention Curriculum or that are not currently approved for use by DDDS.
The Committee shall review the request to determine that:
 - a) The existence of a technique in the approved Behavior Support / Crisis Intervention Curriculum that would satisfy the request
 - b) The use of the proposed physical technique is deemed to be reasonably safe and effective.Following review of the requested technique(s), the Committee shall forward a recommendation either for approval or denial for use to the DDDS Area Program Director / Administrator and the Director of the Division of Developmental Disabilities Services for a final decision.
4. The Office of Training and Professional Development shall maintain a record of all approved changes or additions to any part of any approved Behavior Support / Crisis Intervention Curriculum.

VI. PROCEDURES:

Obtaining an Exemption from Training

Staff / Supervisor

1. Submits a request to the DDDS Area Program Director / Administrator for an exemption to the approved Behavior Support / Crisis Intervention Curriculum.

DDDS Area Program Director / Administrator

2. Approves request in writing. Forwards written approval to the Office of Training and Professional Development and the initiator of the request.

OR

3. Denies request in writing. Forwards written denial to the Office of Training and Professional Development and to the Staff / supervisor.

Requests or Suggestions for Changes to the Curriculum

Requesting DDDS / Agency Staff

1. Submits a request to the Chair of the Behavior Support / Crisis Intervention Curriculum Review Committee. Copies the request to the applicable DDDS Program Administrator. The request should clearly outline all changes and the rationale for all suggested changes or deviations from currently used curriculum.

Behavior Support / Crisis Intervention Curriculum Review Committee Chair

2. Places the request on the agenda for discussion at the next Committee meeting.
3. Discusses with the committee the suggested changes.
4. Notifies the requesting DDDS/Agency staff, in writing, of the committee's disposition.

Requesting DDDS/Agency Staff

5. Incorporates approved changes, if applicable into the curriculum.
6. Instructs staff of the curriculum change and the implementation date.

VI. PROCEDURES (continued):

The Role of the DDDS Office of Training and Professional Development in the Behavior Support / Crisis Intervention Curriculum

1. Schedules/coordinates regional training sessions;
2. Maintains documentation of certified trainers and training dates and class attendance;
3. Processes vouchers;
4. Maintains a list of all approved Behavior Support / Crisis Intervention Curriculum;
5. Updates training materials when changes are made and disseminate to certified trainers.

VII. SYNOPSIS:

This policy replaces the Community Services policy entitled Providing Effective Alternatives to Crisis Encounters (PEACE). The policy applies to all DDDS staff and contracted staff. It addresses minimum requirements relative to the training and oversight of behavior support/crisis intervention curriculum.

VIII. REFERENCES:

- A. Behavior/Mental Health Support Policy

IX. EXHIBITS:

- A. DDDS Proclamation of Beliefs and Guiding Principles
- B. Request To Change the Behavior Support / Crisis Intervention Curriculum



EXHIBIT A

Delaware Health & Social Services Division of Developmental Disabilities Services

PROCLAMATION OF BELIEFS AND GUIDING PRINCIPLES

The following Belief Statements and Guiding Principles guide the delivery of services provided by DDDS.

We Believe in a person's right to a lifestyle of choice and self-determination.

Guiding Principle One: Services shall empower and support personal decision making.

We Believe in a person's individuality. Each person has unique qualities which we recognize and value.

Guiding Principle Two: Services shall be person-centered; supporting each person to explore and assert his/her own individuality.

We Believe people with disabilities have the same rights as other citizens.

Guiding Principle Three: Services shall protect people's rights, and support people to exercise their rights.

We Believe people with disabilities are an integral part of their community. We believe a person with disabilities, and the community, both benefit when they engage each other.

Guiding Principle Four: Services shall support people to have meaningful roles in the community.

We Believe in a community where persons with disabilities feel included and can participate as they desire.

Guiding Principle Five: Services shall work to build the capacity of the community to accept and socially nourish people with disabilities.

We Believe in the right of all people to be treated with dignity and respect.

Guiding Principle Six: Service recipients shall feel that they are a valued member of the team. Service supports shall be delivered in a manner that recognizes each person's humanity.



EXHIBIT B

**Delaware Health & Social Services
Division of Developmental Disabilities Services**

Request To Change the Behavior Support / Crisis Intervention Curriculum

Name of Requesting Person: _____

Agency Affiliation: _____

Address / Phone Number: _____

1. What aspect of the curriculum would you like to change? _____

2. Who shall be taught these changes? (i.e., names of particular staff, all staff working in a specific area or program, etc.) _____

3. Who shall actually teach these changes? (If the trainer is not a certified trainer of Behavior Support / Crisis Intervention Curriculum, please submit documentation of the trainer's background, training experience or other certifications) _____

4. What is the reason for requesting this change? _____

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Behavior Support / Crisis Intervention Curriculum Review Committee Comments: _____

DDDS Area Program Director

Date

Director – DDDS (if applicable)

Date

Send Request to :

*Chair of Behavior Support/Crisis Intervention Curriculum Review Committee;
University Plaza, Stockton Bldg, 261 Chapman Rd., Newark, DE 19702*