

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0575 (BS) Subject: Positive Supports First Training  
Effective Date: 01-01-00 Last Revision: 1/19/23  
Person Responsible: Behavior Support  
Approvals/Date: Brent Baer 1/19/2023 Angie Bankman 1/19/2023  
Superintendent, WCBDD Date Department Director Date

**Positive Supports First – General Training Wood County Board of DD Employees:**

1. The Human Resources Department will schedule a new Wood County Board of DD employee to a Person Centered Philosophy/Practice and Positive Supports First class per the yearly General Orientation Schedule.
2. Successful completion of Positive Supports First consists of:
  - A. Participation/attendance in Positive Supports First curriculum;
  - B. Participation/attendance in the Positive Supports First physical interventions curriculum;
  - C. Receive at least 80% on the written exam; and
  - D. Receive 100% in physical interventions curriculum.
3. After the general training, the Support Specialist, certified trainer or designee will:
  - A. Send the original signed Positive Supports First General Training sign in sheet the Human Resources Department with completed testing material including written exam, physical intervention check off, and completed course evaluation.
  - B. Upload completed information into SharePoint.
4. The Behavior Support Specialist, certified trainer, or designee will notify the Human Resources Department when there is an "unsuccessful completion" or a "no show" by noting on the internal staff sign-in sheet that employee was a "no show" or "unsuccessful completion".
5. If a Wood County Board of DD employee is unsuccessful or a "no show" in completing the General Training the employee will be asked to join the next General Training session scheduled by Human Resources.

**Positive Supports First – General Training for Direct Support Professional, Agency Provider, and Independent Providers**

1. The Direct Support Professional, Agency Provider, and Independence Provider will register for General Training online through Wood County Board of DD website.
2. Successful completion of Positive Supports First General Training consists of:
  - a. Participation/attendance in Positive Supports First curriculum;
  - b. Participation/attendance in the Positive Supports First physical interventions curriculum;
  - c. Receive at least 80% on the written exam; and
  - d. Receive 100% in physical interventions curriculum.
3. The Behavior Support Specialist, certified trainer, or designee:
  - a. Will provide signed original certificate of completion to provider by email;
  - b. Will upload all participants completed forms into SharePoint; Positive Supports First General Training sign in sheet, certificate of completion, release of liability, Positive Supports First written exam, Positive Supports First course evaluation, and physical interventions check off.
4. If Direct Support Professional, Agency Provider, and Independent Provider has an "unsuccessful completion", they will be asked to register for the next General Training course offered.
5. Direct Support Professional, Agency Provider, and Independent Providers are responsible in tracking the renewal of their Positive Supports First certification.
6. After initial completion of General Training, the Direct Support Professional, Agency Provider, and Independent will only attend General Updates to continue their Positive Supports First certification.

**Positive Supports First - General Updates Wood County Board of DD Employees:**

1. All Wood County Board of DD employees are required to successfully complete a Positive Supports First General Update course each calendar year.
2. Update classes will be taught by the Behavior Support Specialists and are scheduled by the Human Resources department.
3. Certificate of attendance for General Updates will be the sign in sheet provided by the Human Resources Department.
4. All Wood County Board of DD employees are required to attend annual General Update Training. General Update Trainings will be schedule by the Human Resources Department and Wood County Board of DD staff will receive annual notification from the Human Resources Department. If an employee is unable to attend their scheduled Update Training the employee will contact Human Resources to re-schedule before expiration. If an employee does not reschedule in an acceptable amount of time, they may be asked to re-take the General Training course.

**Positive Supports First – General Updates Direct Support Professionals, Agency Providers, Independent Providers:**

1. All Direct Support Professionals, Agency Providers, and Independent Providers are required to attend the Positive Supports General Update Course each year after completion of initial General Training.
2. All Direct Support Professionals, Agency, and Independent Providers will sign Positive Supports First Training Release of Liability form 03-ALL-ALL-0546, if Positive Supports First physical interventions curriculum is reviewed with them.
3. All Direct Support Professionals, Agency Providers, and Independent Providers are responsible in tracking renewal of their Positive Support First certification and required to sign up for Positive Supports First General Update Course through the Wood County Board of DD website under Provider Trainings Tab prior to expiration of current Positive Support First Certification.
4. All Direct Support Professionals, Agency Providers, and Independent Providers will receive a certificate of completion by email after the training.
5. The Behavior Support Specialist will upload sign-in sheet, Release of Liability, and certificate of completion to the Positive Supports First SharePoint.
- 5.

**Positive Supports First Train the Trainer for Direct Support Professionals, Agency Providers, and Independent Providers:**

1. The certification process for a new Train the Trainer:
  - a. Completion of Positive Supports First General Training;
  - b. Completion of Train the Trainer curriculum with a Wood County Board of DD Behavior Support Specialist;
  - c. Passing Positive Supports First Physical Interventions curriculum with 100%;
  - d. Completion of the Positive Supports First Training Release of Liability form 03-ALL-ALL-0546.
  - e. Completion of the Positive Supports First Training Instructor Training Agreement form 03-ALL-ALL-0937.
  - f. Certificate of completion will be emailed to Direct Support Professional, Agency Provider, and Independent Provider after the training.
2. Behavior Support Specialist will upload provider certificate, Positive Supports First Instructor Training Agreement form 03-ALL-ALL, Release of Liability form 03-ALL-ALL-0546.

**Positive Supports First Train the Trainer Renewal:**

3. Recertification for active Positive Support First Train the Trainer:
  - a. The trainer is required to successfully complete a Positive Supports First Renewal course each calendar year.
  - b. Completion of Positive Supports First General Updates.
  - c. Passing Positive Supports First Physical Interventions curriculum with 100%;
  - d. Completion of the Positive Supports First Training Release of Liability form 03-ALL-ALL-0546.
  - e. Completion of the Positive Supports First Training Instructor Training Agreement form 03-ALL-ALL-0937.
  - f. Train the Trainer certificate with be emailed to Direct Support Professional, Agency Provider, and Independent Provider from the Behavior Support Specialist after the training.

- g. Behavior Support Specialist will upload provider certificate, Positive Support First Instructor Training Agreement form 03-ALL-ALL-0937, Release of Liability form 03-ALL-ALL-0546 to Positive Supports First SharePoint.
- h. Certification is transferrable and stays with the certified trainee.

4. Revocation of Certification of Positive Supports First Trainer:

- a. The process of revocation of an existing certification is indicated when a trainer does not consistently apply or is not in a position to apply value-based principles through interaction or interventions with persons served. The revocation determination is applied in the following situations:
- b. When the trainer does not teach in accordance with the approved Positive Supports First curriculum and techniques.
- c. When the trainer does not strive to uphold the "Credo for Support" for persons served.
- d. When the trainer does not apply the essential skills of influencing, supporting, and compromising.
- e. When the trainer does not attend the Renewal Training or does not make arrangements to reschedule if unable to attend.

The Superintendent of Wood County Board of DD may determine that a trainer's certification be revoked based on the criteria established and upon joint recommendation by the Wood County Board of DD Support Specialist.

Forms: 03-ALL-ALL-0546

tar\procedure\bs0575