



Name of professional in training: \_\_\_\_\_

## **Kansas Institute for Positive Behavior Support Agency Agreement**

As you know, one of the professionals working within your agency has applied to the Kansas Institute for Positive Behavior Support training project. The purpose of this project is to train professionals in developmental disability, mental health, child welfare, and education in the area of positive behavior support (PBS). PBS is a set of strategies and tools that help prevent problem behavior. The first step in PBS is to assess why a child or adult engages in problem behavior. The next step is to use this assessment information to change routines and activities to prevent the likelihood of problem behavior (for instance, we may change the time of day an activity occurs to decrease problem behavior). PBS also includes teaching children and adults with disabilities new communication and social skills that replace problem behavior (for example, we may teach a child to ask for a break because we know she is engaging in problem behavior to escape from a nonpreferred task).

One of the application forms your employee submitted was signed by an authorized agent or representative of your organization indicating that the professional seeking entry into the program will have the technology supports by or through your agency necessary to complete the project and describes whether your employee will be able to complete the course during paid work time. Signing this letter indicates you are an authorized agent or representative of your organization and are interested in making PBS a part of your organization's program. The following information will provide you with more information with which to make your decision.

To participate in our PBS training, professionals must have a Bachelor's degree to be able to bill for services and have a certificate of successful completion of Mandt training through the intermediate level or another national certification training system for emergency management. To complete our training, the participating professionals must complete online assignments via email to an instructor, attend two full day training events and 10-15 classes that last approximately 4-6 hours in length. Participating professionals in our training complete two online, open book exams and turn in a portfolio in order to complete the course.

The portfolio contains two written case studies that provide information about how the participating professional facilitated PBS with children or adults with disabilities and the outcomes of the plans. Identifying information is available within these PBS plans including name, date of birth, address, and information about the child and his or her health (diagnosis, medications, physical health issues), environment (home, school and community settings) and intervention strategies that are intended to decrease problem behavior and increase the child's quality of life. To prevent the accidental release of confidential information, KIPBS Instructors and main KIPBS office staff will be the only professionals with access to names and identifying information. All confidential information will be stored in the KIPBS office which is locked and the master list of professionals and case study documentation will be in a locked cabinet that only KIPBS staff can open. KIPBS Instructors communicate via email with the KIPBS Coordinator and

two Behavior Specialists on a regular basis about case study children to assist with the training of professionals. All data will be de-identified for evaluation purposes and no information will be shared that would reveal individual characteristics of children. The KIPBS staff will use a number or a pseudonym instead of individual names of professionals in training or case study children for evaluation research purposes.

The course runs from March 16<sup>th</sup> until February 29<sup>th</sup> and takes approximately eight hours a week to complete over a 12-month period of time. At the conclusion of the training, the professional will be eligible to bill Medicaid for reimbursement of positive behavior support and person-centered planning services for your organization. While our program is designed to make every effort to support a professional's completion of the training, we cannot assure you that your employee will complete the year long course. Students in the course facilitate implementation of PBS plans in the field and sometimes require additional time that can extend beyond the year long term of the course. Your agency, by agreeing to allow your employee's participation in the program, is taking on the responsibility of supporting your employee's completion of the project. If you ask for information about the progress of your staff person in our course, we will provide it to you while informing the participant that we are doing so. Our goal in doing this is solely to facilitate the success of your employee's training. We do not intend that this information be used in any way to disadvantage your employee. In the consent to participate form your employee has signed, s/he has been informed of and agreed to this release of information if you request it.

Your employee also has the choice of auditing the KIPBS course. Professionals auditing the training must read the online modules, and participate in 10-15 classes that last approximately 2-3 hours in length. There are two full day events that are critical to the class and it is highly recommended that professionals attend these events but it is not considered mandatory as an auditor. Professionals auditing will be asked to turn in a portfolio in order to complete the course. The portfolio will contain 1 written case study that provides information about how the you facilitated PBS with one children or adult with a disability and the outcomes of the plans.

When your employee successfully completes the full PBS training program, s/he will be eligible to bill Medicaid for PBS services. Graduates submit a prior authorization form to the KIPBS staff describing a child that needs a PBS plan. Reimbursement is sent through a Community Developmental Disability Organization (CDDO). The reimbursement money is connected directly to the child who is eligible for services. If you are not a CDDO, your organization must have an agreement with an authorized agent or representative of the CDDO in order to bill Medicaid and be reimbursed. The KIPBS team confirms a graduate's status and sends a prior authorization request confirmation to Electronic Data Systems (EDS), part of the Department of Social and Rehabilitation Services. If the child is Kan-Be-Healthy eligible and engages in problem behavior, s/he may be accepted. However, EDS will make the final determination whether a particular child will be eligible to receive services. KIPBS staff confirm whether the professional is a graduate and whether the prior authorization submitted is a child in need of PBS services. Professionals can facilitate PBS plans for up to six children at a time. Case managers cannot provide direct service although there have been exceptions made for professionals in earlier trainings due to issues related to billing prior to February, 2005. It is important to note that

professionals auditing the course are not eligible to bill but will receive a certificate of graduation when they complete all auditing requirements.

To remain eligible to bill, KIPBS requires that graduates of the training program donate 12 hours a year in service. These 12 hours can include systems change activities within your organization (or other organizations) such as incorporating PBS into policies and procedures, creating inservice trainings on PBS, or mentoring other professionals either within your organization or within the KIPBS training project.

Instructors and graduates in the same region as your agency will be providing field-based training. In some cases, organizations from the same region may seek to collaborate in different ways. For instance, a graduate within your agency might want to or be willing to supervise a student from another organization (as part of the twelve donated hours to maintain eligibility) as that student completes the KIPBS course. This agreement works to everyone's benefit since: 1) your professional can bill for PBS services for a child supported within your agency while receiving assistance from the student in completing PBS related activities, and 2) the new student will benefit from the supervision and experience your professional can share. In some cases KIPBS staff may make such a request of your employee who has graduated from the course. However, this activity is always voluntary on the part of both your employee and your agency and can be declined with no disadvantage to your employee or your agency. In every instance where your employee supervises a student and is submitting a request to bill for services, your employee is considered the service provider. As such, your employee must provide direct supervision to the student from the other organization when PBS services are being provided to the child receiving services. In each instance where your employee supervises a student while billing for services on behalf of your agency, a brief form with a signature from an authorized agent or representative of your organization will be required approving your employee to supervise the training.

I have read this Consent and Authorization form and have received a copy of it for my files. I have had the opportunity to ask, and I have received answers to, any questions I had regarding the study. I understand that if I have any additional questions about my rights as a research participant, I may call (785) 864-7429 or (785) 864-7385 or write the Human Subjects Committee Lawrence Campus (HSCL), University of Kansas, 2385 Irving Hill Road, Lawrence, Kansas 66045-7563, email [mdenning@ku.edu](mailto:mdenning@ku.edu).

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Signature of authorized agent or representative of organization

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Printed name and title of authorized agent or representative of organization  
Name and Address of Organization:

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**Approved by the Human Subjects Committee  
Lawrence (HSCL) on 02/02/2010. Approval expires  
1/12/2011. HSCL#15600**