**KY Department for Behavioral Health, Developmental and Intellectual Disabilities**

**Kentucky Family Leadership Academy (KFLA) 15 Hour Training**

**Single Curriculum Submission Summary**

The KY Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID) recommends use of the Kentucky Family Leadership Academy rubric and related documents to ensure providers’ submission of all necessary materials. This will allow the DBHDID staff to review the curricula in their entirety and make an approval decision or request supplementary materials in an efficient manner, within the period specified. Please complete the below information and submit all materials following the instructions below.

**Today’s Date:** Click here to enter a date.

**Provider Information**

Name of Provider: Click here to enter text.

Mailing Address Line 1: Click here to enter text.

Mailing Address Line 2: Click here to enter text.

City, State, Zip Code: Click here to enter text.

**Contact Person**

Name of Person Completing this Form: Click here to enter text.

Phone Number: Click here to enter text.

Email Address: Click here to enter text.

**Author of Curriculum\*** (if different from the Contact Person above)

Author Name: Click here to enter text.

Phone Number: Click here to enter text.

Email Address: Click here to enter text.

\*Are you submitting, with permission, a curriculum with no revisions owned by another entity that has previously submitted to DBHDID? Yes [ ]  No [ ]

**Trainer Information**

For this training to achieve the intended specific knowledge and skills needed by the trainee there should be at a minimum one (1) youth (18-35) or one (1) family member who has lived experience and has received certification as a YPSS or FPSS. List the trainer(s) below.

1. Name: Click here to enter text.

Email Address: Click here to enter text.

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Email Address: Click here to enter text.

At least one **Agency staff member** assists with some training topics and answers specific questions about job requirements.

1. Name: Click here to enter text.

Email Address: Click here to enter text.

1. Name: Click here to enter text.

Email Address: Click here to enter text.

1. Name: Click here to enter text.

Email Address: Click here to enter text.

**Submission of Documents and Materials**

The below is a checklist of items to include on the USB flash drive:

[ ]  Curriculum (saved as a Word, Power Point and/or PDF files)

[ ]  Curriculum rubric (saved as a Word or PDF file) (recommended)

[ ]  Evaluation form to be used at the training

[ ]  Trainee test to be used at the training

On the flash drive, clearly label the flash drive with the provider’s name. ***Submit this document and the USB flash drive to the below address.***

**Submit this information to:**

**Department for Behavioral Health, Developmental and Intellectual Disabilities**

**Division of Program Integrity**

**Program Support Branch**

**275 East Main Street, 4C-D**

**Frankfort, KY 40621**