

Department for Behavioral Health, Developmental and Intellectual Disabilities

(DBHDID) Frequently Asked Questions (FAQ) for Approved Training Providers

Q: What is a Training Provider?

A: Becoming an approved training provider authorizes entities to teach the required training curriculum that allows individuals to be certified Peer Support Specialists, Targeted Case Managers, and Community Support Associates in Kentucky.

Q: What curriculum is available for approval through DBHDID?

A: The following curriculum is available for approval by the Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID), as established in the Kentucky Administrative Regulations:

- Adult Peer Support Specialist (APSS)
- Family Peer Support Specialist (FPSS)
- Youth Peer Support Specialist (YPSS)
- Kentucky Family Leadership Academy (KFLA)
- Community Support Associate (CSA)
- Targeted Case Management 12-Hour Core (TCM Core)
- Serious Mental Illness (SMI)
- Severe Emotional Disability (SED)
- Substance Use Disorder (SUD)
- Co-occurring Behavioral Health (SMI, SED, SUD) and Chronic or Complex Physical Health Condition(s) (CCPHC)

Q: What regulations govern training providers?

A: The Kentucky Administrative Regulations (KAR) specifically speak to the elements of a "training curriculum" and the training requirements (testing of the trainee and evaluation of the trainers), and provide the curriculum applicant with an understanding of the requirements for each of the certifications/curriculum—both eligibility and training. These regulations can be found at the following links:

- Adult Peer Support Specialist (APSS): <https://apps.legislature.ky.gov/law/kar/908/002/220.pdf>
- Family Peer Support Specialist (FPSS): <https://apps.legislature.ky.gov/law/kar/908/002/230.pdf>
- Youth Peer Support Specialist (YPSS): <https://apps.legislature.ky.gov/law/kar/908/002/240.pdf>
- Community Support Associate (CSA): <https://apps.legislature.ky.gov/law/kar/908/002/250.pdf>
- Targeted Case Management 12-Hour Core (TCM Core): <https://apps.legislature.ky.gov/law/kar/908/002/260.pdf>
- Serious Mental Illness (SMI): <https://apps.legislature.ky.gov/law/kar/908/002/260.pdf>
- Severe Emotional Disability (SED): <https://apps.legislature.ky.gov/law/kar/908/002/260.pdf>
- Substance Use Disorder (SUD): <https://apps.legislature.ky.gov/law/kar/908/002/260.pdf>
- Co-occurring Behavioral Health (SMI, SED, SUD) and Chronic or Complex Physical Health Condition(s) (CCPHC): <https://apps.legislature.ky.gov/law/kar/908/002/260.pdf>

Q: What documents are required to be submitted to DBHDID for curriculum approval?

A: DBHDID requires the use of specific documents to ensure a complete submission of all necessary materials. This will allow DBHDID staff to review the curricula in their entirety, and to make an approval decision or request supplementary materials in an efficient manner, within the period specified in the regulations. Curriculum submission requirements are listed below:

1. Review regulation for curriculum being submitted
2. Complete the **Single Curriculum Submission Summary** for the curriculum being submitted. These documents can be found on the department's webpage at <https://dbhdid.ky.gov/dpi/cap> under Curriculum Approval Processes and then clicking the appropriate area of interest. This document contains identifying information about the applicant who is applying for curriculum approval.

3. Complete the **Curriculum Rubric** for the curriculum being submitted. These documents can be found on the department's webpage at <https://dbhdid.ky.gov/dpi/cap> under Curriculum Approval Processes and then clicking the appropriate area of interest. This rubric identifies the required TCM core components and expectations for curriculum development. Please note that the curriculum cannot be reviewed if the rubric's yellow section is incomplete; the submitter's information will be returned and resubmission requested.
4. Submit an **electronic version** of the curriculum, saved as a Word, PowerPoint and/or PDF file using a USB flash drive. These documents must be clearly labeled with entities/submitter name. Sample curricula can be found on the department's webpage at <https://dbhdid.ky.gov/dpi/cap> under Curriculum Approval Processes and then clicking the appropriate area of interest.
5. Include an **examination** and an **answer key** in your curriculum submission. Sample trainee test questions can be found on the department's webpage at <https://dbhdid.ky.gov/dpi/cap> under Curriculum Approval Processes and then clicking the appropriate area of interest.
6. Include an **evaluation form** of the training. A sample evaluation can be found on the department's webpage at <https://dbhdid.ky.gov/dpi/cap> under Curriculum Approval Processes and then clicking the appropriate area of interest.

Q: Where do I submit completed curriculum and supporting documentation?

A: Submit this information to:

Department for Behavioral Health, Developmental and Intellectual Disabilities
Division of Program Integrity
Program Support Branch
275 E. Main Street 4CD
Frankfort, KY 40621

Q: How long does the curriculum review process take?

A: After a curriculum is received, it will be reviewed within 20 business days. Communication on the status of the submitted curriculum will be sent to the contact person listed on the "Single Curriculum Submission Summary."

Q: What happens after the curriculum is approved?

A: Once the curriculum is approved, the provider will establish and maintain a TRIS account by entering trainee information and uploading documentation directly into the system. Correspondence concerning your DBHDID TRIS account and receiving training on how to upload certification trainings you teach will be sent via mail or email.

Q: How do I enter the certification trainings I teach into DBHDID TRIS?

A: Once you become a training provider, a DBHDID staff member will contact you for a short phone or virtual training on how to enter in the classes you have taught.

Q: What if I have other questions regarding DBHDID TRIS?

A: For additional questions, please email csa@ky.gov

Q: What if I need to make changes to an approved curriculum in the future?

A: After the curriculum is approved, when modifications occur, please notify the department of these changes by resubmitting the curriculum to:

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