pennsylvania
DEPARTMENT OF HUMAN SERVICES

Request for IBHS Training Approval

Please provide all information requested below. Completed form and all training materials should be submitted electronically to RA-PWIBHSDeptTrng@pa.gov.

Date Submitted: _____

ORGANIZATION PROVIDING TRAINING

Name of Organization & Contact Person	
Street Address	
City, St., Zip Code	
County	
Telephone	
E-Mail Address	

DESCRIPTION OF TRAININGS

Name of Training	
Description of Training	
Training Length in Hours	
List Any Prerequisites for Attendees	
List Training Objectives	
Outcome Measures	☐ Test or quiz ☐ Other (describe):

Training Category: *Please select all that apply.*	☐ First aid, universal precautions and safety ☐ Crisis intervention, including risk management, de-escalation techniques and safety planning ☐ Applied Behavior Analysis ☐ Behavior management skills and coaching ☐ Child and adolescent development ☐ Serious emotional disturbance and other behavioral and psychosocial needs ☐ Professional ethics conduct and confidentiality ☐ Psychotropic medications, including common side effects ☐ Documentation skills ☐ System of care principles ☐ Functional behavior assessment ☐ Ethnic, cultural and linguistic considerations of the community served ☐ Strategies and interventions for engagement, including family systems theory ☐ Skills and techniques for working with families ☐ Community resources and child and youth-serving systems and processes ☐ Cross-systems collaboration ☐ Communication and conflict resolution ☐ Basic individual education plan and special education information ☐ Safe use of restrictive procedures ☐ Training related to job functions of staff providing services

INSTRUCTORS/AUTHORS

Name		Credentials	
Name		**Credentials**	
Name		**Credentials**	
Name		**Credentials**	
Name		**Credentials**	

TRAINING FORMAT

Please check all that apply:
☐Live in-person training
☐Live webcast training
☐Recorded live training or webcast
☐Online course
☐Other:

TRAINING MATERIALS

Please list all training materials attached to this form including PowerPoints, *curricula, marketing materials, quizzes or tests and links to online trainings.*
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10._____