

## **MONTANA DEVELOPMENTAL DISABILITIES FAMILY SUPPORT SPECIALIST AUTISM ENDORSEMENT (INTERIM)**

The Montana Developmental Disabilities Program is responsible for the implementation of the Children's Autism Waiver (MT 0667 R01 00). The waiver delivers practices based on Applied Behavior Analysis which are evidence-based practices/interventions to children with autism who are enrolled in the waiver.

This endorsement is an interim endorsement to ensure staff providing Program Design and Monitoring Services have the skills needed to deliver Applied Behavior Analysis intervention services to children with autism. The Child Autism Training plan contains objectives that will be implemented based on the evidence-based practice. The Child Autism Training plan is developed by the Program Design and Monitoring service as described in the 0667 waiver.

The 0667 waiver service definition of Program Design and Monitoring:

*The Program Design and Monitoring (PDM) staff person developed formal written training plans and protocols using evidence-based training approaches based on applied behavior analysis to improve a child's functioning and performance. The training methods are based on practices with strong scientific basis, as written in a formal training plan developed by the staff person providing Program Design and Monitoring. The formal training plan is written in accordance with the objectives specified in the child's plan of care (the Individualized Family Service Plan). One or more of the following skill based interventions and treatments will be used by the staff person providing PDM services.*

1. *Applied Behavior Analysis (ABA)*
2. *Discrete Trial Training (DTT)*
3. *Pivotal Response Training (PRT)*
4. *Learning Experiences: An Alternative Program for Preschoolers and Parents (L.E.A.P.)*

The 0667 waiver provider qualifications for Program Design and Monitoring are:

1. A Department endorsed Family Support Specialist with an Autism Endorsement
2. A Board Certified Behavior Analyst.

This manual will describe the process for an individual seeking the Department's endorsement as a Family Support Specialist Autism Endorsement (FSS AE). The endorsement is designed to document/determine the Family Support Specialist has acquired the necessary knowledge and competencies through: coursework, on-the job training, mentoring, and skill-development/assessment.

In order to receive the Family Support Specialist Autism Endorsement, the trainee must have completed the activities/assignment identified on the “Montana Developmental Disabilities Program Family Support Specialist Autism Endorsement (FSS AE) Certification Record.”

While a trainee is completing the certification, any program design and monitoring services performed by the trainee must be reviewed by a currently endorsed FSS AE and/or BCBA.

The agency can bill under the waiver for Program Design and Monitoring once the trainee completes the required Autism Training Curriculum (section two of the certification record), the certification record is up-to-date, and the PDM work is reviewed/signed off by the mentor. A mentor is a currently certified Family Support Specialist with an Autism Endorsement and/or a Board Certified Behavior Analyst, assigned by the trainee employer of record.

Throughout the remainder of the manual the use of FSS AE will refer to the trainee seeking the Family Support Specialist Autism Endorsement and the use of mentor will refer to the mentor who is providing oversight/supervision to the FSS AE.

## INITIAL CERTIFICATION RECORD

The certification record is designed to be completed electronically with the exception of the signatures. All the fields will expand as needed when information is entered.

### SECTION ONE: IDENTIFYING INFORMATION

**Name:** Enter the name of the trainee seeking the FSS AE

**Agency:** The agency of employ for the trainee

**Entry into Certification Process:** Date the person began the certification process.

**Completion of Certification:** Date the certification record was completed. Individuals will have 18 months to complete the entire certification.

**Mentor:** Trainees may have more than one. (enter all names)

### SECTION TWO: AUTISM TRAINING CURRICULUM

The endorsement requires the FSS AE to complete the Registered Behavioral Technician (RBT) course credentialed by the Behavior Analyst Certification Board (BACB).

One option for meeting this requirement is: Autism Training Solutions Package, Autism Service Registered Training Technician Course. This is a three course package, taking 40 hours to complete. Autism Training Solutions can be found at: [www.autismtrainingsolutions.com](http://www.autismtrainingsolutions.com).

The FSS AE must enroll in the required autism training curriculum within 30 days of beginning the FSS AE Certification. They must complete the training within 90 days of enrollment. Prior

to any PDM services being billed to the waiver, the FSS AE must complete the training curriculum.

Enter the “Date of Completion” into the Initial Certification Record and the mentor must sign-off.

### **SECTION THREE: AGENCY RESOURCES**

Agencies providing Children’s Autism Waiver services often may have extensive resource material available at their agency for staff and families to access. This material may be used in addition to the requirements in the “instructional/reference material” listed on page 2 of the certification record.

Additional resource material may include additional available training, agency protocols, or other resources related to evidence-based practices. These resources may also include other staff persons available to the trainee with specialized training and experience who can be listed as a resource.

Mentors must use an agency resource checklist to assign books, web sites, and teaching material to broaden the FSS AE’s knowledge base and provide them with information on a variety of evidence-based practices. The Mentor will review the agency resources, the date reviewed, and how they are accessed with the FSS AE.

### **SECTION FOUR: TEACHING SKILLS ASSESSMENT**

The Teaching Skills Assessment is completed by the mentor to ensure the FSS AE trainee has the technical skills necessary to train and oversee the implementation of an Autism Training Plan. The trainee must receive a satisfactory rating on the Teaching Skills Assessment with two different children.

The PDM or BCBA will observe the trainee as they run a structured training program. The PDM or BCBA will complete each section of the Teaching Skills Assessment using the Rating Scale while observing the trainee. To achieve a proficient rating the trainee must achieve a score of at least a 3 on each item in the assessment. If an item is not applicable to the training session please mark it NA.

The PDM or BCBA will document the trainee’s name, the child’s name, the evaluator name (which is the PDM or BCBA mentor), and the date(s) the observation took place. Once the trainee has reached proficiency, the teaching skills assessment is signed by the evaluator.

## **SECTION FIVE: MENTOR OVERSIGHT CHECKLIST**

The Mentor Oversight Checklist is divided into three sections: Instructional/Reference Material, Structured Observations, and Work Review. The Mentor must review required information, provide necessary training and monitor supervised practice sessions in order for the FSS AE to complete the required checklist items. It is recommended that the Mentor oversees the work of the FSS AE throughout the entire training period.

## **SECTION SIX: MENTOR LOG**

The FSS AE will be assigned a Mentor who is currently a Board Certified Behavior Analyst or a PDM with an Autism Endorsement. During the mentoring period, the Mentor will teach the FSS AE how to perform the Program Design and Monitoring duties.

In the first 6 months, the Mentor will meet with the FSS AE at least 1 hour weekly. When utilizing off-site supervision, at least 3 training sessions must be on-site with the FSS AE.

In the last 6 months of the certification year, the Mentor and FSS AE will meet at least 1 hour on a bi-weekly schedule. For off-site supervision at least 3 must be on-site with the FSS AE.

**Summary:** Please summarize the topic covered, relating it to the certification requirements.

The Mentor is encouraged to use these meetings to complete the FSS AE Checklist, the Teaching Skills Assessment, and to provide any needed oversight/sign-off of the FSS AE's work.

## **SECTION SEVEN: ENDORSEMENT SIGNATURES**

Upon completion of sections 1 through 6, the FSS AE can request endorsement from the State of Montana Developmental Disabilities Program.

The FSS AE and the Mentor must sign/date the endorsement record, verifying the completion and accuracy of the record. The Executive Director (or their designee) must also sign/date the record.

Upon completion of the record it is sent to the Training and Information System Manager at the DDP Central Office:

Training and Information Systems Manager  
111 Sanders, Rm 305  
Helena, MT 59604  
FAX: 406-444-0230

## **SECTION EIGHT: CERTIFICATE ISSUED**

Upon receipt of the record, Training and Information Systems Manager will sign/date the record, verifying they have reviewed the certification record for completeness within 10 working days of receipt.

The DDP Central Office will issue a Family Support Specialist Autism Endorsement certificate within 10 working days. The certificate will identify the individual and assign them a certification number. This number will be used for identification purposes for further Autism Endorsements issued by DDP.

The DDP Central Office will also update the master list of FSS AE staff that have been issued a certification by the Developmental Disabilities Program. This master list will be posted on the DDP Website: <http://www.dphhs.mt.gov/dsd/ddp/index.shtml>

The Certificate is good for three years from the date of issue.

All certifications records will be stored by the DDP Central Office.

## **RECERTIFICATION PROCESS:**

### Completion of the Continuing Education Log

Six weeks prior to the expiration of the FSS AE, the FSS AE must submit to the Training and Information Systems Manager at the DDP Central Office the continuing education log.

## **SECTION ONE: IDENTIFYING INFORMATION**

The name of the FSS AE seeking recertification along with the agency of employment must be completed.

Please enter the certification date of the current endorsement. This is found on the FSS AE certificate.

Enter the date span of the Continuing Education log.

## **SECTION TWO, THREE and FOUR: YEAR ONE, YEAR TWO, and YEAR THREE**

Each year, the FSS AE must receive 20 hours of continuing education related to autism. The record is divided into three years to assist in tracking the required 20 hours per year.

In order for an activity to be considered as autism endorsement training, the activity must be related to *using evidence-based training approaches based on applied behavior analysis to*

*improve a child's functioning and performance (description of Program Design and Monitoring from the Children's Autism Waiver)* and it must last at least 1 hour in length.

The agency must keep on file documentation that supports the FSS AE attending the training (i.e. attendance certificate from a conference).

#### **SECTION FIVE: ENDORSEMENT SIGNATURES**

The log must be signed by the FSS AE, the FSS AE's supervisor, and the agency Executive Director (or their designee).

#### **SECTION SIX: CERTIFICATE ISSUED**

Upon receipt of the continuing education log, the Training and Information Systems Manager at the DDP Central office will review the log to ensure the 20 hour per year requirement is met.

The DDP Central Office will issue a Family Support Specialist Autism Endorsement certificate.

The certification will identify the individual and their certification number (which was originally issued with their initial certification). The DDP Central Office will also update the master list of FSS AE staff having an Autism Endorsement certification from the Developmental Disabilities Program. The Certificate is good for three years from the date of issue.

### **CURRENT FSS AE RECERTIFICATION REQUIREMENTS BY JUNE 30, 2015**

There are three possible options for recertification for those FSS AE who received an endorsement from DDP prior to June 30, 2014. The recertification will be good for three years.

#### **OPTION ONE:**

Submit to DDP Central Office a training record showing 20 hours of continuing education training that was completed by June 30, 2014. In order for an activity to be considered as autism endorsement training, the activity must be related to *using evidence-based training approaches based on applied behavior analysis to improve a child's functioning and performance (description of Program Design and Monitoring from the Children's Autism Waiver)* and it must last at least 1 hour in length.

#### **OPTION TWO:**

Submit to DDP Central Office a training record that shows 20 hours of continuing education training that was completed between July 1, 2014 – June 30, 2015. In order for an activity to be considered as autism endorsement training, the activity must be related to *using evidence-*

*based training approaches based on applied behavior analysis to improve a child's functioning and performance (description of Program Design and Monitoring from the Children's Autism Waiver) and it must last at least 1 hour in length.*

**OPTION THREE:**

Complete University of Montana Leveling Courses for the Autism Endorsement. Submit documentation to DDP Central Office of the completion of the coursework by June 30, 2015