



IDAHO DEPARTMENT OF HEALTH & WELFARE

Therapeutic Behavioral Services Training Application

PROGRAM INFORMATION	
Program Name:	TBS Training Program Administrator:
Mailing Address:	City, State, Zip:
Telephone:	Email:

Therapeutic Behavioral Training Trainer Qualifications and Requirements:

Rationale: In order for Therapeutic Behavioral Services (TBS) Specialists to carry out their job duties, it is important for them to receive the appropriate training and for this training to be conducted by qualified and competent trainers. Trainers need to have a solid foundation of the content, and also have the skills necessary to facilitate the curriculum and understand the adult learner. Effective trainers are able to read their audience and know when additional assistance is necessary for learning to take place and how to make that happen.

1. A TBS trainer has a background in, knowledge-base and understanding of the role of a TBS Specialist, how an agency utilizes TBS, and be familiar with the content of Idaho's Best Practices Manual, with priorities of ensuring fidelity to the principles.
2. The TBS training materials provided by Seneca Family of Agencies must be used as the standardized training material and the best practice principles of the learning objectives cannot be edited or changed. Facilitators are encouraged to use creativity to get a learning objective across, such as role plays, games, different activities or case examples.
3. A TBS trainer must have successfully completed the full twenty-one (21) hours of Seneca's TBS training curriculum.
4. A TBS trainer must have successfully completed Seneca's Train the Trainer curriculum.
5. A TBS trainer has knowledge and skills in supporting others (e.g. listening skills, problem-solving skills, advocacy skills, supervision skills).
6. A TBS trainer has skills in adult learning, teaching/presenting, planning/organizing, adhering to set protocols, customer service, effective communication skills and professionalism.
7. A TBS trainer is recommended to uphold the training methods that the Division of Behavioral Health (DBH) has approved or contract with Seneca Family of Agencies.
8. Since TBS is a new service for Idaho, and trainers do not yet have extensive experience with providing the service, the TBS training entities should only provide the TBS training for their own internal staff for the first six (6) months after receiving approval. Exceptions may be requested.

9. If offering the training to providers outside of your agency after the first six (6) months, please notify DBH. The State Board of Education (SBOE) requires that any entity that provides training or a course of study to meet an educational goal or workforce requirement must be registered as a Proprietary School. This pertains to training individuals outside of your agency.

10. The training materials will be available through Microsoft Teams. Once a provider is ready to start training, please submit this application to be given access to the TBS training materials on the Teams site.

11. Participate in a quarterly consultation meeting with DBH to review progress and to discuss any issues related to the training.

12. DBH would like the option of attending occasional trainings to review for fidelity.

13. Trainers are required to submit a list of trainees that successfully pass the trainings so that DBH can be apprised of new providers who will be eligible to provide TBS services for data collection purposes.

General Information	
Name(s) and Credentials of Instructor(s)	
Physical address of where training will be held	
Number of participants who will attend the training, and the agencies with whom they work	
Duration/Schedule of training	
Process for acknowledging completion of training	

The organization administrator must initial each of the following:

Initials	By initialing each item below, I am attesting/declaring that I have read, understand, and agree to comply with the requirements set forth in the following sections of the Therapeutic Behavioral Services Training Application.
	1. A TBS trainer has a background in, knowledge-base and understanding of the role of a TBS Specialist, how an agency utilizes a TBS, and be familiar with the content of Idaho's Best Practices Manual, with priorities of ensuring fidelity to the principles.
	2. The TBS training materials provided by Seneca Family of Agencies must be used as the standardized training material and the best practice principles of the learning objectives cannot be edited or changed.
	3. A TBS trainer must have successfully completed the full twenty-one (21) hours of Seneca's TBS training curriculum.
	4. A TBS trainer must have successfully completed Seneca's Train the Trainer curriculum.
	5. A TBS trainer has knowledge and skills in supporting others (e.g. listening skills, problem-solving skills, advocacy skills, supervision skills).
	6. A TBS trainer has skills in adult learning, teaching/presenting, planning/organizing, adhering to set protocols, customer service, effective communication skills and professionalism.

	7. A TBS trainer is recommended to uphold the training methods that the Division of Behavioral Health (DBH) has approved, or contract with Seneca Family of Agencies
	8. Since TBS is a new service for Idaho, and trainers do not yet have extensive experience with providing the service, the TBS training entities should only provide the TBS training for their own internal staff for the first six (6) months after receiving approval. Exceptions may be requested.
	9. If offering the training to providers outside of your agency after the first six (6) months, please notify DBH. The State Board of Education requires that any entity that provides training or a course of study to meet an educational goal or workforce requirement must be registered as a Proprietary School. This pertains to training individuals outside of your agency.
	10. The training materials will be available through Microsoft Teams. Once the training application has been approved, the trainer will gain access to the Teams site
	11. Participate in a quarterly consultation meeting with DBH to review progress and to discuss any issues related to the training.
	12. I am aware the DBH would like the option of attending occasional trainings to review for fidelity.
	13. Trainers are required to submit a list of trainees that successfully pass the trainings so that DBH can be apprised of new providers who will be eligible to provide TBS services for data collection purposes.

I certify that the information contained herein, is true, complete, and correct to the best of my knowledge.

Signature of Program Administrator

Date

Respond to:
Debra Stace, LMSW Program Specialist
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 Idaho Department of Health & Welfare
 Division of Behavioral Health
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