

ALABAMA DEPARTMENT OF MENTAL HEALTH
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
APPLICATION AND SUPPORTING DOCUMENTATION
FOR CERTIFICATION AS A
SPECIALIZED BEHAVIORAL SERVICES PROVIDER

DO NOT COMPLETE IF ALL WAIVER REQUIREMENTS ARE NOT IN PLACE

REQUIREMENTS

1. **Board Certified Behavior Analyst (BCBA) Services**—Support Plan. The agency must employ or have access to a BCBA to complete the functional assessment for persons identified to need a Behavior Support Plan (BSP). A Qualified Intellectual Disability Professional (QDDP) can write the plan based on the assessment. However, the BCBA should review and approve prior to review by the Behavior Program Review Committee (BPRC) and the Human Rights Committee (HRC).
2. **BCBA**—Medication Plan. Individuals who take Psychotropic Medication, a formal Psychotropic Medication Plan is required. A QDDP can develop the plan which, can be part of the BSP or a stand-alone document. However, the BCBA should review and approve prior to review by the BPRC and the HRC.
3. **Staff training**—Professional staff. The BCBA and QDDP must complete a set of courses established by ADMH which will be the core curriculum of behavioral services training. Included in the core curriculum will be the Behavioral Services Procedural Guidelines and other training as required and determined to be of best practice by the Director of Psychological and Behavioral Services. These guidelines provide greater detail regarding the provision of behavioral services in Alabama that include a list of approved procedures, acceptable methods of data collection, and content requirements of the BSP.
4. **Staff Training**—Direct Support Staff. All direct support staff who work with an individual who has a BSP and/or Psychotropic Medication Plan must be provided specific training on that person’s plan, by the BCBA or QDDP, before they can work with the individual. This training is in addition to the initial and annual training requirements for management of challenging behaviors. The initial and annual refresher training should be provided by a certified trainer through a nationally recognized company.
5. **Behavioral needs.** To qualify for a special behavioral services provider rate, individuals must have an initial screening by a member of one of the Comprehensive Support Services Team (CSST) leaders, present a clear and present danger to self and/or others, Behavior Therapy Units and specialized behavioral services approved by the director of Psychological and Behavioral Services. Specialized rates will be approved in 6 month increments and be based on data collect/driven decision making.

I hereby certify that I am willing and capable and have all necessary resources to provide supports and services as outlined above to the described target population.

Executive Director

Date

Note: Attach staffing pattern, BCBA and QDDP Credentials, and Program Description

Updated 8/15/19