

BE EXCEPTIONALLEARNING
CORNER

Training Announcements

The Department of Behavioral Health and Developmental Disabilities (DBHDD), Office of Human Resources and Learning, is offering virtual trainings. Listed below are those currently scheduled. For more information regarding virtual trainings, [click here](#).



- [I/DD Participant Direction New Enrollment Webinar](#)

If you have any questions, please contact DBHDDLearning@dbhdd.ga.gov.

Addiction Recovery Awareness Day

On Tuesday, January 24, 2023, join the Georgia Recovery Community, health care professionals, family members and other allies for the 2023 Addiction Awareness Recovery Day for the Georgia General Assembly.



This is our time to unite and support funding for the Georgia Recovery Community. The purpose of this day is to recognize and lift up the power of Recovery in the lives of everyday Georgians and to say thank you to for the bi-partisan support the Georgia Recovery Community receives from the General Assembly and our state Constitutional Officers.

[Click here to register!](#)

You will need to complete a separate registration form for each individual attending. If you have any questions about registration, please contact William Carnes at william@gasubstanceabuse.org or call 404-523-3440.

I/DD Statewide Provider Meeting

February 9, 2023
9:00 am - 12:30 pm

The DBHDD Division of Developmental Disabilities will be hosting an Intellectual and Developmental Disabilities (I/DD) Statewide Provider meeting. This meeting will be conducted remotely via our WebEx platform.

[Click here to register.](#)

I/DD Statewide Provider Meeting Agenda

IMPORTANT NOTE: All I/DD Provider Agencies are required to have a representative in attendance at the I/DD Statewide Provider Meetings.



I/DD Provider Training Opportunities

The Georgia Collaborative ASO and DBHDD present the following training opportunities for Intellectual and Developmental Disabilities (I/DD) Providers. Please click on the title of the training to register.

How to Offer Competency Based Training - Webinar **Tuesday, January 24, 2023, 9:30 am - 10:30 am**

Participants will learn the benefits of utilizing competency-based training and examples of the various ways to conduct and document training will be shared. Participants will also learn how to assure staff retain knowledge and skills. Techniques to document, analyze, and track staff training will be reviewed to support provider efforts to meet DBHDD regulatory requirements for staff training.

Putting Person Centered Practices Training - Webinar **Tuesday, January 24, 2023, 11:30 am - 12:30 pm**

Participants will learn how to respectfully coach individuals to engage and participate independently in developing social roles in their communities. Examples on how to help individuals build social capital will be shared.

Learning About the Individual's Preferences - Webinar **Wednesday, January 25, 2023, 10:00 am - 11:00 am**

Identifying preferences and wishes are basic to person-centered planning and supports. So, how do we learn what matters most to an individual? This webinar will share examples and interview techniques useful in discovering this critical information. Participants will receive tips on how to gather information from an individual who does not use words to communicate using of Person-Centered Thinking Tools. A formal Leisure Interest Survey will be shared, and participants will learn how to conduct the survey and how to use the information learned effectively.

Putting Person Centered Practices into Action: Exploring the Community - Webinar **Thursday, February 2, 2023, 2:00 pm - 3:00 pm**

This virtual webinar will demonstrate how we can support an individual in developing critical community connections by identifying and using his/her gifts and preferences. Participants will learn how to conduct a "Community Brainstorm" exercise to help the individual and his/her support team to get fresh ideas and options for community connections and employment.

Goal Tracking and Goal Progress - Webinar **Thursday, February 2, 2023, 11:30 am - 12:30 pm**

This webinar course will share methods to track, assess and document progress, or lack thereof, for goals and objectives over time, so that needed or requested adjustments can be made. The validity and measurability of Individual Service Plan (ISP) goals will be discussed, and guidance on how to determine whether progress is made with various data collection methods will be reviewed.

Conducting Quarterly Reviews - Webinar
Monday, February 6, 2023, 10:00 am - 11:00 am

Participants will learn how to use the quarterly review process to track and trend data and report on progress. The session will focus on reviewing key elements of the quarterly review process and how to involve the individuals in the process.

Capturing the Individual's Preferences in Documentation - Webinar
Tuesday, February 7, 2023, 1:00 pm - 2:00 pm

This course will explore how to gather and document the individual's preferences, wishes, hopes, and dreams for potential Individual Service Plan (ISP) goals. The course will focus on how to review previous documentation about the individual, discuss how talking with the individual and those who know them best can provide Person Centered details to include in the documentation. Participants will learn how to use Person Centered Thinking tools to enhance documentation practices.

Day-to-Day Person-Centered Supports:
What Every New DSP Needs to Know - Webinar
Wednesday, February 8, 2023, 10:00 am - 11:00 am

This virtual webinar session is designed for new Direct Support Professionals (DSPs) and other professionals in the field of developmental disability interested in learning basic key concepts about supporting individuals with developmental disabilities. Participants will find this webinar useful since it reviews and explains key basics to routine interactions in providing person-centered support. Participants will learn the basics of coaching, including how to use the prompt sequence, how to promote individuals to become more independent, and how to use praise. The session will also include an interactive exercise and discussions about the importance of the using People First language in both the written and spoken word.

How to Develop a Risk Mitigation Plan - Webinar
Monday, February 13, 2023, 9:30 am - 10:30 am

In this webinar, participants will learn ways to use a person-centered approach to help analyze and manage risk to individuals while still supporting them to participate in their desired activities. This training will include information on how to develop and implement a Risk Mitigation Plan to help ensure individuals participate in activities safely. Examples of various Risk Mitigation Plans will be shared.

Please note these trainings are targeted for I/DD providers, Support Coordination, Direct Support Professionals and Planning List Administrators.

For any questions or registration issues, please contact GaCollaborativePR@beaconhealthoptions.com.

Featured Article

Criminal History Records

Fingerprint-Based Background Check Process

This article outlines information related to the fingerprint-based background check process. Please read in full and share with relevant staff responsible for assisting in the hiring process for your agency.



One area of challenge during the pandemic has been the availability of locations to complete fingerprints for required criminal background checks; as such, DBHDD offered a temporary and time-limited allowance of an attestation if no fingerprint location was available in the area. **All fingerprint locations across the state of Georgia are now open.**

Accordingly:

- Attestations asking to waive the fingerprint requirement will not be accepted.
- Providers are encouraged to have employees (who formerly completed an attestation) take steps to complete the fingerprint-based background check as soon as possible.

To assist:

1. You can look for locations using the [How to Search for Open Fingerprint Locations guide](#).
2. Follow the regular process for registering applicants described below.
3. If an employee is still working under a previously approved Attestation, you must retain the signed Attestation Form and the approval email for audit purposes.

When the Public Health Emergency (PHE) ends:

1. All employees who signed the Applicant Attestation must complete a fingerprint-based background check within sixty (60) days.
2. The provider is responsible for sending any person who signed the Attestation for a fingerprint-based background check.
3. Providers are encouraged to have these employees complete the fingerprint-based background check as soon as possible. You do not have to wait for the PHE to end to do so.

How to Register an Applicant

You can find instructions on registering applicants on the [DBHDD web site, Background Policy & Gemalto Information page](#). For an applicant's registration to be approved in Gemalto, **both of the following steps must be completed.**

Prior to sending the applicant for fingerprinting, register them in the [Georgia Applicant Processing Services \(GAPS\) – Gemalto](#), by following these steps:

- Select **Applicants**
- Select **Register Online**
- Select **Department of Behavioral Health and Developmental Disabilities**
- Select **Register to be Fingerprinted**
- Ensure the applicant reads the **Privacy Rights** and check the box and click continue
- Enter all required information

Once registration is complete, you must email the completed and signed *Gemalto Registration Notification Form, attachment E, to Criminal History Record Check for DBHDD Network Provider Applicants, 04-104 to dbhdd.reg@dbhdd.ga.gov.*

****Please note, an accurate applicant email address is necessary for the applicant to receive the notification their request has been approved and to proceed to the fingerprint location.**

How to Check an Applicants Status

Providers can check the status of an applicant's fingerprints on the [GAPS-Gemalto website](#) by following these steps:

1. Select **Applicants**
2. Select **Registration Status and Result**
3. You can search 2 different ways: by the Registration ID and Date of Birth (DOB), or by Last Name, First Name, and DOB. Enter the required information and click **Find**.
4. The registration status will display and show the following:
 - Registration Date
 - Approval Date
 - Fingerprint Date
 - Response Date
 - Email address the notification was sent

How to Locate Eligibility Letters

Providers should check the **Criminal History Records Information System (CHRIS)** for the applicant's eligibility letter within 7 days of the applicant going to be fingerprinted.

How to Access Letters in CHRIS, is available for a step-by-step guide to access an eligibility letter.

If an applicant's status in CHRIS is **Under Review**, providers must instruct the applicant to email dbhdd-crs@dbhdd.ga.gov for their next steps.

Important Reminder

As part of the hiring process, providers should check the following registries for individuals they are considering hiring:

1. **The nurse aide registry;**
2. **The child abuse and neglect registry;** and
3. **The sex offender registry.**

Office of Incident Management & Compliance

Entering Incidents into Image

Persons involved in incidents are entered in Stage 3 of Image. Image assigns aliases to each person entered in Stage 3 in sequential order (e.g., Person 1, Person 2, Person 3). When completing the incident description in Stage 3 (or completing any other open text fields in Image), please be as detailed as possible and note the aliases (Person 1, Person 2, Person 3, etc.) only need to be used for individuals in services and any of their family members who are involved/named in the incident.



reminder

The Image assigned aliases should not be used for provider staff. It is okay to use staff names in the incident description (and other open text fields) in Image. The State of Georgia law, regulations, and DBHDD policy **Reporting Deaths and Other Incidents in Community Services, 04-106** require certain incidents to be reported to other agencies or offices. More specific information regarding reporting to outside agencies or offices can be found in the **Attachment B: Reporting to Other Agencies (Version - 08/29/2019)** to the policy.

The provider is responsible for reporting these incidents to other agencies or offices in a timely manner and should maintain documentation indicating the report was made as required. Additionally, when submitting incidents where other agencies have been notified, the expectation is providers add those notification details in Stage 2 of the Image report under "NOTIFICATIONS", document in Stage 3's incident description what additional

Question for your Provider Relations Team?

The **Provider Issue Management System (PIMS)** is your online source to have your questions answered in a consistent, reliable and timely way! In addition to providing a timely response, the information we gather from PIMS will assist DBHDD in trending common concerns, developing FAQs, and informing policy reviews. You can access the PIMS site directly by using the link below.

Provider Issue Management System

PIMS is also accessible through the [DBHDD website](#) by hovering over the **"For Provider"** tab located across the top of the page. When the drop-down menu appears, click on **"Submit a question to PIMS"**.

Director

Anna Bourque

Senior Provider Relations Managers

Carole Crowley
Sharon Pyles

For Provider Relations inquiries,
please contact us at
DBHDD.Provider@dbhdd.ga.gov.



BE WELL



Georgia Department of Behavioral Health & Developmental Disabilities | 2 Peachtree St, NW,
Atlanta, GA 30303

[Unsubscribe dbhddpress@dbhdd.ga.gov](mailto:unsubscribe_dbhddpress@dbhdd.ga.gov)

[Update Profile](#) | [Our Privacy Policy](#) | [Constant Contact Data Notice](#)

Sent by dbhdd.provider@dbhdd.ga.gov powered by



Try email marketing for free today!