


PRE-TRAINING MEMO & CHECKLIST: THINGS FOR AGENCY PERSONNEL TO DO BEFORE THE CRISIS **BASIC TRAINING** CLASS

**READ BEFORE
BASIC
TRAINING**

1. **AGREEMENT:** Have the appropriate administrative individual in your agency sign the **Training and Consultation Agreement** on page 1 and initial the second page. Return the agreement to KWC-LLC (scanned, emailed, via US Postal mail...whatever is easiest for you). A copy of this agreement tailored to your agency will be emailed to you.
2. **TRAINEE LIST:** Complete the "Training Trainee List" for the individuals who will be attending from your agency. For each individual your agency will be sending to the crisis training, please provide the following info: first/last name, gender, position/title, work location, and a note about any prior PCT training, if any. The form will be supplied to you. Here is what the form looks like:



KWC
Kevin Walsh Consulting, LLC

Crisis Management:
Verbal Intervention, Personal Control
and Defensive Techniques

**TRAINER TRAINING
TRAINEE LIST**

Trainer Training Class – Dates: TBA
Agency: _____

PROSPECTIVE TRAINEE LIST

Please enter the following information on the trainees scheduled to attend the above training.

#	Last Name	First Name	Gender	Position/Title	Work Location	Date of Completion of full 3-day crisis training (Elwyn program) and/or most recent Refresher Course
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

When complete and finalized, return this form to your KWC-LLC contact and also cc a copy to Kevin Walsh at wallvine.kw@gmail.com. Thank you.

3. **ESTABLISH DATES AND LOCATION FOR TRAINING:** After it is decided that staff members from your agency will be trained, there are two ways to schedule training:

 First, if the number of trainees from your agency is sufficient, KWC will send a Master Trainer to your agency to carry out the training at your site. An agency representative will work out training dates with Kevin Walsh via email (wallvine.kw@gmail.com).

 Second, if it is not possible to have a full class at your site, KWC will seek to combine your staff members with other trainings at other agencies in your area and dates will be arranged; you may be asked if your agency would be willing to host such a combined training.

4. **COMPLETE THE SITE APPROVAL FORM: OPTIONAL AT THIS TIME.** If you are hosting the training class in your agency, complete and return the Site Approval Form attesting to the capability of your agency to meet the Covid-19 requirements. This form will be provided prior to the training class. **At the present time this is optional – the agency may elect, or not elect, to follow strict Covid precautions during this training. If elected, then complete and return the form.** KWC understands that each agency may have its own Covid-19 policy and procedures. It is our goal during the pandemic to keep trainees and Master Trainers safe. We will defer to your Covid-19 procedures but strongly recommend that masks and social distancing be followed during the training classes. If you elect to follow precautions and you return the Site Approval Form, then during the Master Trainer will collect Release Forms for each Trainee as well. **THE SITE APPROVAL FORM (at right) ONLY APPLIES TO AN AGENCY HOSTING A TRAINING CLASS.**

PLEASE READ THE FOLLOWING CAREFULLY

5. **OTHER RELEVANT ISSUES:**

- **Seriousness and Risk Reduction.** The use of this crisis management program includes *personal control techniques (PCTs)* that involve controlling consumers physically. THIS IS A SERIOUS MATTER that involves a certain amount of risk. Use of the procedures as trained, and following related decision rules and so forth, helps to reduce that risk. Agencies need to set a sufficiently high bar of proficiency for staff members to attain in order to be certified to use these techniques with consumers. Overall, everyone involved with this program and the use of PCTs needs to be imbued with the seriousness of the use of personal control techniques.
- **DDD Policy Requirement.** If your agency elects to use this program, including the PCT elements, and serves consumers of NJ/DDD, then the agency needs to comply with DDD Circular #19. This policy circular can be found on the website of NJ/DDD.
- **Agency Policy/Procedure.** Your agency needs to have policy/procedure documents that cover the use of restraints. The procedures should include the documenting of behavior incidents that require the use of restraints (a sample recording sheet is included in the training). Additionally, agency policy/procedure should cover the general review of the crisis management program and specific reviews of restraint incidents. A data system should be established to track all incidents that include the use of PCTs.

