DBHDID Staff Only
Date:
Assigned to:

KY Department for Behavioral Health, Developmental and Intellectual Disabilities
Community Support Associate 10 Hour Training
Single Curriculum Submission Summary

The KY Department for Behavioral Health, Developmental and Intellectual Disabilities (DBHDID) recommends use of the Community Support Associate rubric and related documents to ensure providers' submission of all necessary materials. This will allow the DBHDID staff to review the curricula in their entirety and make an approval decision or request supplementary materials in an efficient manner, within the period specified. Please complete the below information and submit all materials following the instructions below.

Today's Date:

Provider Information

Name of Provider:
Mailing Address Line 1:
Mailing Address Line 2:
City, State, Zip Code:

Contact Person

Name of Person Completing this Form:
Phone Number:
Email Address:

Submission of Documents and Materials

The below is a checklist of items to include on the USB flash drive:

☐ Curriculum (saved as a Word, Power Point and/or PDF files)
☐ Curriculum rubric (saved as a Word or PDF file) (recommended)
☐ Evaluation form to be used at the training
☐ Trainee test to be used at the training

On the flash drive, clearly label the flash drive with the provider's name. ***Submit this document and the USB flash drive to the below address.***

Submit this information to:
Department for Behavioral Health, Developmental and Intellectual Disabilities
Division of Program Integrity
Program Support Branch
275 East Main Street, 4E-C
Frankfort, KY 40621