SUMMARY OF OPPORTUNITY

The Minnesota Department of Human Services, in partnership with the Institute of Community Integration at the University of Minnesota, is offering an opportunity for organizations to engage in a multi-year partnership to support the adoption and installation of person-centered positive behavior support (PBS). This application is for agencies interested in receiving training, technical assistance, and evaluation support focused on building a foundation in organization-wide positive behavior support that includes strategies to integrate a range of positive supports (i.e., trauma-informed care, assistive community treatment, motivational interviewing) using a multi-tiered framework for decision making. ***The intent is to support organization-wide implementation and integration of person-centered practices, positive behavior support, or other positive support practices, while working toward systems changes required for the state's full implementation of the Olmstead Plan.***

APPLICATION PROCESS: The full application is attached as Appendix A. Agencies interested in participating are to submit a fully completed application no later than December 14, 2026. Only fully completed applications will be reviewed. Teams will be notified of selection by January 8, 2027.

WHO SHOULD APPLY: Applications may be submitted by a single agency or by a collaborative group of three to five agencies located in the same geographic area. The purpose is to strengthen existing regional networks or to identify new regional areas based on the applications received. When possible, applicants should highlight opportunities for regional collaboration across a variety of agencies. The overall goal is to expand regional capacity for person-centered and positive support practices across the state. Current regional clusters involved in this work are located in the Metro, North, West, and South regions. Applications are welcome from agencies in all regions, though applications from agencies in the West region are especially encouraged.

Applications will be accepted from:

- A single agency, or
- A group of three to five agencies located in the same geographic area.

Potential agencies that may apply individually or that your agency may be grouped with following selection are:

1. Counties and tribes
2. Differing types of providers (e.g., residential, employment, mental health, etc.).

SELECTION PROCESS: The Minnesota Department of Human Services and the Institute on Community Integration at the University of Minnesota will review applications and select two groups of three to five agencies to participate in this opportunity. Please note for joint applications, that each agency must submit their own application and indicate the agencies they plan to work with throughout the training and technical assistance program.

Applications will be reviewed and selections will be made based on each agency's demonstrated commitment to implementing person-centered practices, strength of the regional partnership, and need. A group of agencies in which at least one agency supports individuals with significant needs (particularly people at the highest risk of restrictions), or is willing to do so, will be prioritized in the review process.

Agencies selected for the training and technical assistance will provide evidence in the application of:

- Active administrative support and involvement,
- Participation of core team in trainings,
- Ability to participate independently in organization-wide meetings in addition to attending training days, and complete key activities and data collection for teams implementing positive supports, and
- Collaboration among regional networks and other applicant agencies.

QUESTIONS: Questions about this application or the technical assistance that may be provided can be directed to: Gretchen Hess, Institute on Community Integration, hess0341@umn.edu

APPLICATION SUBMISSION: The application should be returned by email to Rachel Freeman, c/o Gretchen Hess, Institute on Community Integration, hess0341@umn.edu

or mailed via hard copy to:

Rachel Freeman, Ph.D.
Institute on Community Integration,
University of Minnesota,
Pattee Hall Room 110A, 150 Pillsbury Dr. SE
Minneapolis MN 55455

INTRODUCTION

The Minnesota Department of Human Services (DHS) in collaboration with the University of Minnesota's Research and Training Center on Community Living at the Institute on Community Integration will provide technical assistance to promote person-centered services and positive behavior support. DHS seeks partners and providers who are interested in expanding organizational capacity by implementing person-centered and positive culture throughout their organization. The State continues its efforts in the implementation of Reform 2020 initiatives and the state's Olmstead Plan, including the Home and Community-Based Services Standards (Minnesota Statute 245(D)), and the implementation of the Positive Supports Rule. As part of these efforts, the Department wants to promote service planning and delivery to empower the people who receive services, provide staff with an expanded array of skills and competencies, and support agencies in undertaking the larger cultural shifts necessary in their organizational capacities. DHS hopes that this technical assistance will help create opportunities and choices for people that are not otherwise available. The training and technical assistance provided through this project is intended to lay the foundation for an agency to continue cultural changes that may take five to ten years to implement.

DESCRIPTION OF TRAINING AND TECHNICAL ASSISTANCE

Organizations participating in this technical assistance effort will be building capacity to implement person-centered Positive Behavior Support (PBS) in a manner that works best for each organization (for example, a county will be interested in how these approaches are being effectively used for people who receive services). An agency that is currently implementing other positive supports and/or that has or may be receiving technical assistance from other trainers to implement practices such as Assertive Community Treatment, WRAP, Motivational Interviewing, Dialectical Behavior Therapy, or Trauma-Informed Practices, may use the tools and resources in this training to integrate these strategies at the organization-wide level with person-centered practices. However, the main focus of this training will be to assist teams in assessing, evaluating, and prioritizing action-planning an organization-wide approach to person-centered positive behavior support.

This application covers the first year of a three-year training to implement organization-wide person-centered and positive support practices. It is important to view the organization-wide technical assistance and training as a long-term commitment. The group of organizations selected in this application year will be approved for further training when final plans are confirmed for technical assistance in years two and three.

The person-centered PBS organization-wide training is based on three stages for improving high quality of life, building positive environments, and preventing problems. Strategies that are

implemented increase along a continuum of intensity starting with universal interventions for all people (Universal or Primary Stage), early intervention for individuals needing additional interventions for improving quality of life (Secondary Stage), and more individualized intensive interventions (Tertiary Stage).

Universal (Primary) Stage: These strategies support all people living and working within a setting. Examples of universal strategies include: using PCT tools; promoting choice, independence, and autonomy; creating a positive environment, and preventing problem behavior. During this phase of implementation, positive feedback is used to recognize the people who practice, prompt, and model effective social and communication strategies (e.g. prompting communication, offering choices, modeling strategies to manage frustration). People with disabilities, staff members, family, and community members work together to identify important person-centered values and identify the positive social behaviors that make these values a reality for everyone in the organization.

Secondary Stage: Some people may not have achieved an ideal quality of life or can be experiencing challenges in daily activities even after universal strategies have been implemented. Teams use evaluation data to monitor quality of life over time. Early identification and intervention is used to improve the lives of people who may need a little more support.

Tertiary Stage: Sometimes more intensive and individualized person-centered approaches are implemented to support a person in need of more intensive plans for improving quality of life. Once a person-centered plan has been implemented, PBS or other positive support interventions may be used to increase quality of life and minimize or prevent problem behavior.

The first year of this training addresses Universal Stage activities that will help organizational teams prepare for Secondary and Tertiary Stages in subsequent years. Each organization-wide team will assess current positive and person-centered strengths and create an action plan that is tailored to address the most important goals that can be accomplished within the year. Teams will be encouraged to establish a reasonable pace for action planning and to choose activities for the year that best address each organization's needs

READINESS AND LEVEL OF COMMITTMENT

The training, technical assistance, evaluation support and all project activities are offered at no-cost to participating organization. However, organizations choosing to participate are responsible for the commitment of staff time and agency travel costs. Additional commitments are described below:

Leadership support for organization-wide person-centered PBS. The organization must be able to document that leadership prioritizes efforts toward organization-wide person-centered PBS,

actively engages in the organization-wide team, and commits to proving the staffing time to engage in all training and technical assistance activities. See Appendix B for information on roles.

Organization-wide team. The organization commits to having a team engage in the training and technical assistance activities, as well as commits to an ongoing team driven process to support the sustainability of these efforts across time. Teams will be expected to engage in all training and technical assistance activities, as well as meet between these activities. See Appendix B for information on roles.

Key Contact(s). Identification of a key contact(s) to be the primary contact and communication path between the training and technical assistance staff, and the organization on correspondence related to PBS. In addition, the Key Contact(s) engages in all training and technical assistance activities and attends all team meetings. See Appendix B for information on roles.

PBS Facilitators. One to two people in each organization identified as the PBIS Facilitators. These individuals participate in additional training so that they can support their team while implementing PBS that the Primary, Secondary, and Tertiary Stages of implementation. Training includes the team-based organization-wide person-centered PBS training, and the virtual PBS Intensive training series (6 series event). See Appendix B for information on roles.

Training and technical assistance activities. Organization leadership commits to engaging the necessary staff in all training and technical assistance activities. A summary of time commitments and training event dates can be found in Appendix C and D.

Data-sharing commitment: As part of this project, we collect data to better support your organization, to train future organizations, and to evaluate and disseminate the project as a whole to the State and to academic audiences. As part of this project, your organization will agree to collect and to have data collected on implementation fidelity and related evaluation data. These data will be reported in a *de-identified nature* to evaluate the progress of the project as a whole to the State and may be disseminated in a *de-identified nature* to academic outlets/other outlets.

Evaluation tools include de-identified organization self-evaluation of fidelity and de-identified onsite fidelity tool (collected during virtual or on-site visits with the MN DHS and UNM ICI facilitators)

Protentional data sources (these will be discussed during team training) may include: de-identified incident reporting, de-identified cultural awareness and competence and strategies, de-identified worker's compensation claims rates, de-identified staff turnover/vacancy/retention rates, and de-identified quality of life data.

APPLICATION REVIEW PROCESS

The Review Committee with use the following process to review all fully completed applications.

Up to 50 points will be awarded to each individual agency application based on the following criteria:

1. Full completion of application with executive leadership sign-off. 5 points

2. Clear indication of organization leadership commitment to positive behavior support and understanding of long-term investment in this effort (at least three years). 15 points

3. Organization capability/capacity to fulfill on the project structure and intention. 20 points

4. Existing data collection and review process within the organization. 5 points.

5. Participation of families and people who receive services. 5 points.

APPENDIX A

Application for Organization-Wide Person-Centered Positive Behavior Support

Application Part 1

Note: this application has 2 parts, both of which must be submitted.
For each question, you may use as much space as you wish.

Organization Name:

Contact Person (first and last name):

Phone:

Email:

Please provide a brief description of your organization. Please list or describe the services you provide.

Number of people your organization supports:

What specific populations does your organization serve? Please provide detail around age, needs, and diagnostic categories.

Why are you applying for this training and technical assistance? Please provide a description of your organization's aims in getting involved with this Cohort process.

PBS requires leadership buy-in and involvement, and a long-term commitment to change. Describe the leaders involved in supporting the involvement of your organization in this work. Discuss how these leaders support the long-term commitment to prioritize involvement in PBS training, technical assistance, and implementation; and how they will be involved with this work.

Does your agency already implement PBS?

Yes ◯ No ◯

If so, how are you implementing PBS:

Please list the other types of positive supports you provide within your organization (e.g., Person-Centered Practices, Trauma Informed Care, Motivational Interviewing, Dialectical Behavior Therapy, etc.).

How do you currently support staff in learning and implementing new strategies, and maintain consistency of implementation over time?

Describe the type(s) of data you already collect and your process for reviewing these data.

Describe how families and people who receive supports are involved in planning and decision making in your agency.

Please provide numbers for the following information:

Number of Direct Support Professionals

Number of Administrators

Number of Managers

Number of Behavior Support Specialists

Number of other staff (please specify)

Application Part 2

Please provide the names and information of people you are recommending for the different roles in this training and technical assistance project. Note that description of these roles and training available are included in Appendix B.

I. List one to two Key Contact(s) for your organization (minimum of one)

Key Contact Name:

Role in Organization:

Email:

Key Contact Name:

Role in Organization:

Email:

II. Document the administrators and management level professionals (up to five) who will participate in the organization-wide team trainings and will meet within your organization between trainings to complete the positive behavior support organization-wide planning process. We encourage teams to include leadership involved with evaluation.

1. Administrator/Management Name:

Role in Organization:

Email:

2. Administrator/Management Name:

Role in Organization:

Email:

3. Administrator/Management Name:

Role in Organization:

Email:

4. Administrator/Management Name:

Role in Organization:

Email:

5. Administrator/Management Name:

Role in Organization:

Email:

III. Other Team Members. List any other people who will participate in the organization-wide planning. We encourage teams to include direct support professionals.

Team Member Name:

Role in Organization:

Email:

Team Member Name:

Role in Organization:

Email:

Team Member Name:

Role in Organization:

Email:

Team Member Name:

Role in Organization:

Email:

Team Member Name:

Role in Organization:

Email:

Team Member Name:

Role in Organization:

Email:

Team Member Name:

Role in Organization:

Email:

If you have additional members, please list their names, roles in organization, and email addresses.

PLEASE SEND THIS APPLICATION via email to
Rachel Freeman, c/o Gretchen Hess, Institute on Community Integration,
hess0341@umn.edu

or mailed via hard copy to:

Rachel Freeman, Ph.D.
Institute on Community Integration,
University of Minnesota,
Pattee Hall Room 110A, 150 Pillsbury Dr. SE
Minneapolis MN 55455

APPENDIX B

Additional Information on Roles

Organization-Wide Team: Representatives from a range of leadership and implementation roles within the organization meets to coordinate organization-wide positive behavior support efforts, in alignment with other priorities including, but not limited to, person-centered support, trauma informed supports, Mandt, and cultural responsiveness. This team meets regularly (e.g., monthly) to review information and data to guide action planning using a public health model that includes three stages: universal or primary, secondary stage for early identification of individuals at risk, and tertiary stage strategies to provide individualized interventions and supports. Positive behavior support practices needed by the organization are identified and a plan for implementing training and technical assistance is established. Teams use evaluation data to assess effectiveness and review fidelity of implementation data. Some organizations will implement more than one type of positive behavior support practice to meet the needs of the people receiving supports. For many organizations, this is an existing team. For some organizations, a new team or a sub-committee of a larger team is identified for this work.

Key Contact: Each organization-wide team identifies a person (or persons) who will be considered a main point of contact for training and technical assistance. The Key Contact for each organization attends all team trainings and support their teams by encouraging team members, prompting the need for meetings, and working with external coaches to ensure data are collected for organization-wide decision making.

PBS Facilitators: During the first year, one to two people in each organization will be identified, by the organization, as individuals who can build the expertise to train and support PBS within their organization, and build expertise (or build upon expertise) in positive behavior support plans. These individuals should either have existing experience in individual positive support planning or be identified for that role in the organization, and will also be able to support Universal/Tier 1 PBS efforts.

APPENDIX C

Summary of Staff Time Commitments

Role	Expectations	Training Time Commitment (Hours) per person

Organization Leadership Team Members	• Engage in distributed team training:
	  ○ 2, full-day, in-person events
	  ○ 1, half-day, virtual meeting to complete the Tiered Onsite Evaluation Tool (TOET) with the UMN ICI Team
	  ○ 1, half-day virtual meeting with UMN ICI Team to support action planning and additional learning. This session is tailored to your team's needs.
	• Team meetings within organization between training days and after training is completed
		Estimated 22 hours
		Plus, regular team meetings.

Key Contacts	• Team training events (see Team member details) • Team meetings within organization between training days and after training is completed • Tiered Onsite Evaluation Tool (TOET) completion with UMN ICI team	Estimated 22 hours *Plus, regular team meetings.*
PBS Facilitators	• Team training events (see Team member details) • Team meetings within organization between training days and after training is completed • Tiered Onsite Evaluation Tool (TOET) completion with UMN ICI team • 5 full-day PBS Facilitator training events (virtual)	Estimated 52 hours *Plus, regular team meetings.*

Note: Each organization-wide team will be meeting regularly between the activities listed in this appendix to work on an action plan created during trainings. Time dedicated to these additional activities vary by organization and are not included in the table below.

**The cost of travel time and expenses to send staff to trainings are covered by the organization.*

APPENDIX D

2026-2027 Cohort 7 Events and Dates

Event	Date	Location	Person's Involved
Team Training	In-Person Training (West Central) January 27, 2027 March 1, 2027 In-Person Training (Metro Area) January 29, 2027 March 3, 2027 Virtual Events for Each Organization *(dates TBD by organization and the UMN ICI Team)* • Half-day for completing the TOET • Half-day tailored training and action planning	In-Person: Location TBD Webinar	Leadership Team
PBS Intensives For PBS Facilitators (other staff are welcome to join)	Virtual events that run from 9:30am – 3:30pm Day 1: November 4, 2026 Day 2: December 2, 2026 Day 3: January 6, 2027 Day 4: February 3, 2027 Day 5: March 3, 2027 Day 6: March 31, 2027	Webinar	PBS Facilitator(s) for each Cohort Organization
MN Positive Support Get-Together	TBD	In-Person	Leadership Team members

Event	Date	Location	Person's Involved
		Location TBD	