POLICY: It is the policy of the Division that all Developmental Support Technicians (DSTs), Mental Health Technicians (MHTs), and Forensic Specialists become certified in Conflict Prevention and Response Training (CPART) within six months of hire and become re-certified every two years thereafter.

PURPOSE: CPART is an instructional course for staff working with persons served by Division agencies. CPART focuses on verbal de-escalation/intervention techniques and conflict resolution to reduce the potential for verbal or physical abuse and to decrease the likelihood of injuries to people served and/or others. Emphasis is placed upon positive behavioral techniques that modify the environment and emphasize verbal intervention, with application of specific defensive techniques and restraint techniques only as a least resort. Physical restrictive intervention techniques are used only when there is an imminent danger to the health and safety of the person serviced and/or others.

SCOPE: Division Wide

PROCEDURES:

I. Essential Functions - An analysis of duties for all DSTs, MHTs, and Forensic Specialists requires CPART certification as an essential function for these positions.

II. Work Performance Standards - Each Division agency shall include the requirement of CPART certification and the use of its techniques in the DSTs, MHTs, and Forensic Specialists Work Performance Standards in accordance with NAC 433.060.

III. Certification Requirement for Probationary Employees

A. Newly employed Division DST, MHT, and Forensic Specialists must become CPAR certified within six months of employment. A certificate of completion is provided to the employee upon successful completion of the training. Should the employee fail the certification test, the employee shall then be given individual instruction by the agency CPART instructor and an additional opportunity to pass the test within a 30-day period.

B. If a probationary employee is unable to become CPART certified within the 30-day period, the CPART instructor shall document the failure and notify the agency director. The agency director will then dismiss the employee from probation for inability to perform an essential function of the job.

IV. Temporary Waiver

A. If a permanent employee is unable to become CPART certified due to a physical limitation, the CPART instructor shall notify the agency director in writing of the specific CPART technique(s) the employee is unable to perform.

B. The agency director shall make a determination to grant or deny a temporary waiver for the technique(s) specified by the CPART instructor. The determination shall be in writing to the employee with a copy to the employee's supervisor and the agency's personnel office.

C. Should the temporary waiver be approved, the employee shall be required to perform all CPART techniques not covered by the temporary waiver.

D. The employee shall provide a note from his/her doctor describing physical limitation(s), treatment prescribed, and the anticipated date of medical recovery.

E. The employee shall be CPART trained and re-tested either upon a medical clearance or upon one year from the previous CPART testing.

V. Re-Certification

A. With the exception of a temporary waiver or failing the waiver provision, if a permanent employee is unable to become CPART re-certified after the re-test then the CPART instructor shall document the failure in writing and notify the agency director. If the agency director concurs, then the agency will:
1. With the assistance of the Division Administrator, attempt to locate a position within the Division or the Department of Health and Human Services in which CPART is not required;

2. Refer the employee to State Personnel for job development assistance;
   and/or
3. Refer the employee to the Bureau of Vocational Rehabilitation.

B. A CPART certified employee will be required to re-certify every two years by successful completion of either a Division sponsored CPART course or the course offered by the community college.

VI. Termination of Employment

A. If a permanent employee is unable to become CPART re-certified or accommodated within the state system in accordance with waiver standards due to a medical condition, the agency will follow the steps outlined in NAC 284.611. If these steps are unsuccessful, the employee may be medically separated as provided in NAC 284.611.

B. If a permanent employee is unable to become CPART re-certified for non-medical reasons, the agency may pursue disciplinary action up to and including termination of employment for failure to maintain a current occupational certification.

VII. Training

A. Each MHDS Agency shall have a minimum of two certified CPART Trainers whose responsibility is to provide training to new and existing staff as required and addressed in section III, A and B, and section V, A and B, of this Policy, for purposes of maintaining and sustaining all required CPART training.

B. To serve as in-house MHDS agency CPART trainers, a person shall meet the following criteria:

1. Have at least one years' experience as a Technician;
2. Be a Technician II or higher; and
3. Have successfully completed the CPART course at the community college level.

C. To serve as a MHDS Division "Train the Trainer" CPART Trainer, a person shall meet the following criteria:

1. Be an in-house trainer for at least one year; and
2. Be recommended and appointed as a CPART "Train the Trainer" by the MHDS Statewide CPART Oversight Board.

D. To serve as a CPART Community College (College of Southern Nevada and Truckee Meadows Community College) instructor a person shall meet the following criteria:

1. Be approved by the directors of the Mental Health/Developmental Disabilities (MHDD) programs at the two colleges.

2. Be approved by the CPART Oversight Board.

3. Meet the employment application requirements at the two colleges.

VIII. Oversight Board

A. A CPART oversight board shall be established for the purpose of research and implementation of best practices in conflict prevention and response training. The Oversight Board shall consist of at least one member from each of MHDS' mental health and developmental services agencies appointed by their agency director and one member from MHDS' Central (Division) Office. Additionally, if necessary, a Physical or Occupational Therapist may be consulted at any time deemed necessary by the Oversight Board.

B. Certificates shall be provided by the CPART Oversight Board to all staff attending and completing the CPART Train the Trainer and Agency trainings. The Certificate must contain the name and signature of Chair of the Oversight Board and Agency Director.

C. Responsibilities include:

1. Monitoring of CPART classes;

2. Assuring agencies have sufficient training opportunities for staff;
3. Certification of instructors including:

    a. Setting criteria for instructor status;
    b. Tracking of instructor's hours of instruction;
    c. Consistency of training through monitoring and recertification; and

4. Ongoing research relative to techniques taught.

IX. Each Division agency shall develop specific written procedures to implement the provisions of this policy or shall incorporate this policy into their agency policies.

Harold Cook

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Administrator

EFECTIVE DATE: 11/2/01
DATE REVIEWED/REVISED: 08/15/05; 10/12/07; 4/1/11, 5/20/11
SUPERCEDES: 2.015 – Conflict Prevention and Response Training Certification Requirements
APPROVED BY MHDS ADMINISTRATOR: 11/2/01, 5/20/11
APPROVED BY MHDS COMMISSION: 5/20/11