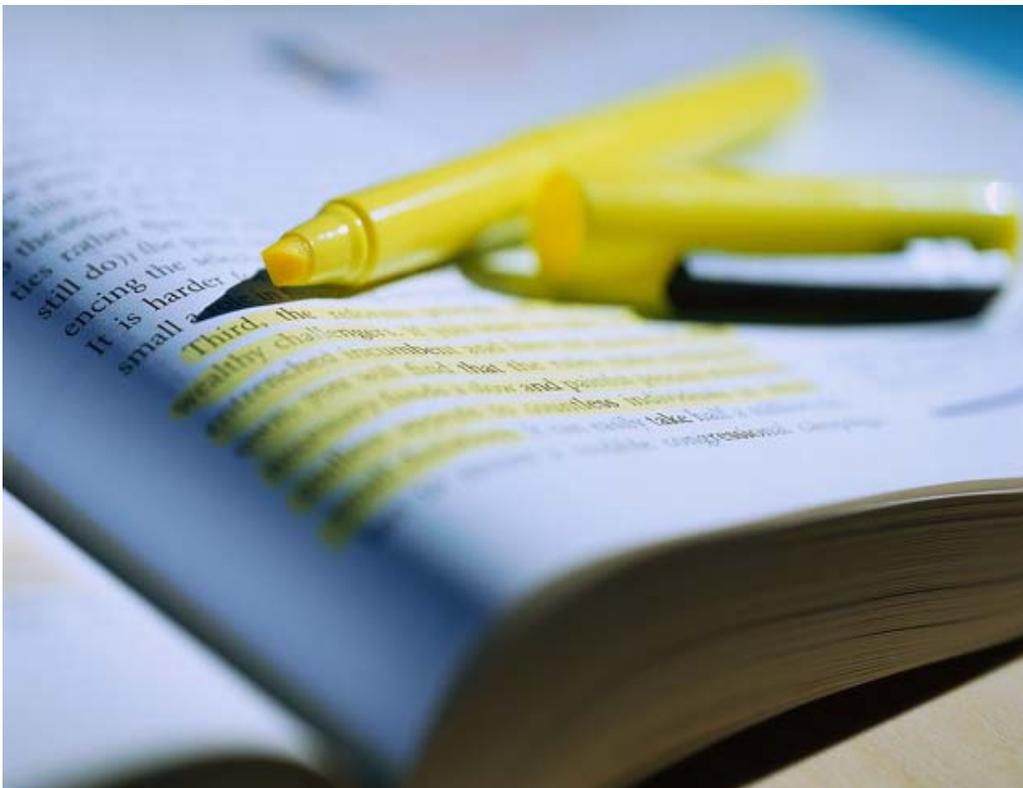


**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**  
**Division of Health, Wellness and Disease Control**

**HIV/AIDS - STD**  
**Training Calendar**  
**January-December, 2011**



**For further information contact:**  
**Division of Health, Wellness and Disease Control**  
**Vicki Berlin**  
**(313) 456-1040**  
**Additional copies may be obtained at:**  
**[www.michigan.gov/hivstd](http://www.michigan.gov/hivstd)**

## Table of Contents

Module Training Descriptions .....	2
Module 1: HIV Basic Knowledge Training.....	4
Module 2: HIV Prevention Specialist Certification Training.....	4
Module 3: HIV Test Counseling and PS Certification Training .....	5
HIV Prevention Specialist and HIV Test Counselor Update Trainings .....	6
Specialized HIV Trainings.....	9
Case Management Certification Trainings and Recertification.....	10
Partner Services Certification Training .....	12
Partner Services Update Training .....	12
Partner Services Specialized Trainings.....	13
Partner Services Web Course for High/Low Morbidity Public Health Departments .....	14
HIV Event System Trainings .....	15
Program Review Panel.....	15
Information-Based Testing for Low-Morbidity Public Health Departments .....	16

## **Module 1: HIV Basic Knowledge Training**

## **Module 2: HIV Prevention Specialist Certification Training**

## **Module 3: HIV Test Counseling Certification Training**

**Module 1: HIV Basic Knowledge Training** is for individuals who only need basic knowledge regarding HIV (e.g., receptionists at CBOs), or for those who plan to take the HIV Prevention Specialist Training (Module 2). This training alone does not provide HIV Prevention Specialist or HIV Test Counselor certification. Participants are required to pass this course with a minimum score of 80% on the exit examination before taking Module 2.

**Module 2: HIV Prevention Specialist Certification** is for individuals who will be conducting HIV prevention work/education, including prevention counseling, or for those who plan to take the HIV Test Counselor Certification Training (Module 3). Successful completion of Module 1 is a prerequisite. This training does not provide HIV Test Counselor certification. Participants are required to pass this course before taking Module 3. Certification is based upon demonstration of a minimum level of competency, requires complete attendance for both days and a minimum score of 80% on the exit examination.

**Module 3: HIV Test Counseling and Partner Services Certification** is for individuals who will provide HIV test counseling and are currently working or volunteering at an agency that provides such services. *Persons who will not be providing HIV testing are not eligible to attend Module 3.* Participants must successfully complete Modules 1 and 2 before attending Module 3. Certification is based upon demonstration of a minimum level of competency, complete attendance for both days, and a minimum score of 80% on the exit examination. HIV test counselors must maintain their certification by completing six hours of continuing education every two calendar years and conducting at least six (6) HIV tests per year. Test counselors who fail to complete their certification update requirements will be decertified and are required to complete Modules 1-3 to regain certification.

**Application Process:** Please note application deadlines. Complete the “*HIV Module Training Application*” form to register for Module 1, Module 2 and Module 3 and forward to the address or fax number indicated on the application. To attend Module 2 or Module 3 training, successful completion of the previous Module in the series is required; however, you do not have to wait to register for the next training in the series. Approximately three weeks prior to the training, applicants will be notified by mail regarding acceptance/rejection. If notification has not been received by one week prior to the training, please contact **Vicki Berlin at (313) 456-1040 or at berlinv@michigan.gov**

Priority for all trainings will be given to staff and volunteers at Michigan Department of Community Health, Division of Health, Wellness and Disease Control (MDCH/DHWDC) funded/designated HIV test sites. Secondary priority will be given to applicants from agencies contracted with MDCH/DHWDC which do HIV education and prevention, outreach or case management. Agencies that are not funded by the MDCH/DHWDC are eligible to attend Module 1 and Module 2 and will be admitted as space allows. Applicants from non-funded designated programs or other programs that provide HIV testing (e.g., adolescent health centers) will only be considered for Module 3 if space allows and the applicant will be providing HIV test counseling. **A supervisor’s signature is required on all Module 3 applications for verification that applicant will be providing HIV test counseling or that the applicant will be a case manager.**

**Cancellation:** Participants who are not able to attend their scheduled training must cancel at least two working days ahead of the training. Participants who fail to cancel and are “no shows” may lose priority for future trainings and may jeopardize the agency’s priority for future trainings.

**Fee:** There is no charge for MDCH/DHWDC designated test sites or funded prevention or care contract agencies. All other agencies must pay \$40.00 per module training. Fees are payable in cash or by check or money order to “State of Michigan” at the door. Do not send payment with application, as it will be returned.

**Nurses Contact Hours:** Nurses may obtain contact hours for the Module 1: HIV/AIDS Basic Knowledge Training, Module 2: HIV Prevention Specialist Certification Training, and Module 3: HIV Test Counselor Certification Training. There is a \$10 administration fee charged per course, payable at the door by cash, check or money order to “State of Michigan”.

**Certified Addiction Counselor Credits:** All trainings included in this calendar may be applied as a continuing education credit for this certification. Participants applying for continuing education credits will be required to submit their certification certificate and the course agenda to the Michigan Certification Board for Addiction Professionals.

## Effective January 2011

**The HIV Module trainings will be conducted on a quarterly basis in a series format. Please make note of these changes. The registration process remains the same.**

### **Module 1: HIV Basic Knowledge Training**

This training is for individuals who only need basic knowledge regarding HIV (e.g., receptionists at CBOs), or for those who plan to take the HIV Prevention Specialist Training (Module 2). This training alone does not provide HIV Prevention Specialist or HIV Test Counselor certification. Participants are required to pass this course with a minimum score of 80% on the exit examination before taking Module 2.

There are two (2) options for taking the Module 1: HIV Basic Knowledge Training:

- A two-day, in-class training. This training is in the traditional format and is recommended for those participants of whom face-to-face instruction is the best method of learning; or
- The “*HIV, Get the Basics*” Web Course combined with one day of in-class training. This training is a new option and is recommended for participants for whom independent study is a successful method of learning.

#### **ONE DAY IN-CLASS TRAINING (For those applying to take the Web Course):**

<b>Dates</b>	<b>Location</b>	<b>Registration deadline</b>
January 10, 2011	Detroit	December 23, 2010
April 11, 2011	Lansing	March 25, 2011
July 15, 2011	Lansing	July 1, 2011
October 10, 2011	Detroit	September 23, 2011

#### **TWO DAY IN-CLASS TRAINING:**

<b>Dates</b>	<b>Location</b>	<b>Registration Deadline</b>
January 12-13, 2011	Detroit	December 17, 2010
April 14-15, 2011	Lansing	March 25, 2011
July 19-20, 2011	Detroit	July 1, 2011
October 12-13, 2011	Lansing	September 25, 2011

### **Module 2: HIV Prevention Specialist Certification Training**

This training is for individuals who will be conducting HIV prevention work/education, including prevention counseling, or for those who plan to take the HIV Test Counselor Certification Training (Module 3). Successful completion of Module 1 is a prerequisite. This training does not provide HIV Test Counselor certification. Participants are required to pass this course before taking Module 3.

Certification is based upon demonstration of a minimum level of competency, requires complete attendance for both days and a minimum score of 80% on the exit examination.

*HIV Prevention Specialists must maintain their certification by completing six hours of HIV-related continuing education every two calendar years. Prevention Specialists who fail to complete their certification update requirements will be decertified and are required to complete Modules 1-2 to regain certification.*

<b><u>Dates</u></b>	<b><u>Location</u></b>	<b><u>Registration deadline</u></b>
February 9-10, 2011	Detroit	January 14, 2011
May 12-13, 2011	Lansing	April 22, 2011
August 17-18, 2011	Detroit	July 22, 2011
November 9-10, 2011	Lansing	October 14, 2011

## **Module 3: HIV Test Counseling and PS Certification Training**

This training is for those individuals who will provide HIV test counseling and are currently working or volunteering at an agency that provides such services. Persons who will not be providing HIV testing are not eligible to attend Module 3. Participants must successfully complete Modules 1 and 2 before attending Module 3.

Certification is based upon demonstration of a minimum level of competency, complete attendance for both days, and a minimum score of 80% on the exit examination.

*HIV test counselors must maintain their certification by completing six hours of HIV-related continuing education every two calendar years and by conducting at least six (6) HIV test counseling sessions per year.\* Test counselors who fail to complete their certification update requirements will be decertified and are required to complete Modules 1-3 to regain certification.*

<b><u>Dates</u></b>	<b><u>Location</u></b>	<b><u>Registration deadline</u></b>
March 16-17, 2011	Detroit	February 25, 2011
June 9-10, 2011	Lansing	June 13, 2011
September 14-15, 2011	Detroit	August 19, 2011
December 8-9, 2011	Lansing	November 10, 2011

\* HIV CTR program managers, case managers and partner services/disease intervention specialists are exempt from the minimum six tests per year requirement.

# HIV Prevention Specialist and HIV Test Counselor Update Trainings

## APPLICABILITY AND ELIGIBILITY

Pursuant to HIV Prevention Quality Assurance Standards, all staff and volunteers that provide HIV prevention counseling, in conjunction with HIV testing and referral, at HIV agencies/sites funded or designated by the DHWDC for provision of HIV counseling, testing and referral must maintain their certification to provide HIV Test Counseling.

## REQUIREMENTS

In order to maintain HIV Test Counselor certification, HIV test counselors are required to:

1) Complete six hours of DHWDC-approved continuing education every two years. The content of the continuing education must be HIV specific or HIV related. HIV-related content is considered to be any subject matter which equips participants with enhanced skills or knowledge that will have a practical application to their work with clients in the HIV field.

### AND

2) Conduct at least 6 counseling and testing sessions each year. **Note: HIV CTR program supervisors, case managers and partner services/disease intervention staff are exempt from the minimum of six (6) counseling and testing sessions requirement.**

## MEETING THE UPDATE CERTIFICATION REQUIREMENT

HIV Test Counselors may fulfill the update requirement by taking advantage of DHWDC-sponsored opportunities as well as events and opportunities sponsored by organizations other than DHWDC. Update hours may be obtained at one time (i.e., a one-day workshop) or in smaller segments over the course of two years. Counselors must receive a total of six hours of HIV-specific or HIV-related skills and information enhancement every two years. Counselors will be permitted to use six hours of update training from any of the following categories: a) counseling, psychosocial issues or issues for special populations (e.g., substance users); and b) HIV epidemiology, biology, testing or treatment.

*Options for meeting the update certification requirement include:*

### **Option 1: One-Day HIV Prevention Specialist/Test Counselor Update**

Counselors may attend one of the following DHWDC-sponsored one-day HIV Prevention Specialist/Test Counselor Update Trainings.

#### **Topic: Serodiscordant Couples**

This update will explore the issues particular to couples of discordant status.

<b>Date</b>	<b>Location</b>	<b>Registration deadline</b>
January 19, 2011	Detroit	January 7, 2011

**Topic: Prison Re-entry and HIV in Michigan**

This update will look at the issues that HIV positive persons have returning to their communities after incarceration.

<b>Date</b>	<b>Location</b>	<b>Registration deadline</b>
March 3, 2011	Lansing	February 11, 2011

**Topic: CIGARS, Anyone?**

This update will review the Six Steps of HIV Prevention Counseling, basic counseling skills, and concepts that foster client centered counseling. Participants will have the opportunity to build on their current skill base.

<b>Date</b>	<b>Location</b>	<b>Registration deadline</b>
May 9, 2011	Detroit	April 15, 2011

**Topic: STD Update**

This update will explore what the latest trends are in the world of other STDs that have an impact on HIV.

<b>Date</b>	<b>Location</b>	<b>Registration deadline</b>
July 14, 2011	Lansing	June 17, 2011

**Topic: Health Disparities**

This update will explore what the definition of Health Disparities is, and its relationship to HIV positive individuals.

<b>Date</b>	<b>Location</b>	<b>Registration deadline</b>
September 20, 2011	Detroit	August 26, 2011

**Registration:** When registering for the one-day update training (Option 1), complete the “*HIV Prevention Specialist and Test Counselor Update and Specialized Trainings Application*” Form.

**Option 2: Specialized HIV Training Courses**

Counselors may attend one of the DHWDC-sponsored Specialized HIV Training courses listed in this calendar.

**Option 3: Partner Services (PS) Training Courses**

Counselors may attend one of the DHWDC-sponsored PS Certification or Recertification trainings listed in this calendar.

**Option 4: Annual Statewide Health Equity/STD/HIV Conference**

Counselors may attend the DHWDC-sponsored annual Health Equity/STD/HIV Conference that takes place in November/December. Conference announcements will be mailed out during the summer. **Please note: to use the Annual STD/HIV Update Conference as a certification update, the name and counselor ID number must be provided to conference registration staff for credit. For more information on the conference, contact Belinda Chandler (517) 241-5926**

## Option 5: Non-DHWDC Sponsored Events

COUNSELORS DO NOT HAVE TO ATTEND MDCH/DHWDC TRAININGS FOR UPDATE CREDIT. Counselors may fulfill the update requirement by taking advantage of other HIV-related training opportunities. Many of these opportunities are free or low cost and some do not require travel away from your place of employment.

Some options confer continuing education credits/units to maintain professional licensure. MDCH/DHWDC will count the number of credits awarded to nurses towards HIV counselor certification update hours. The following are examples of these options:

- HIV/AIDS Bureau of Substance Abuse and Addiction Services Communicable Disease Trainings
- HIV Staff In-services
- PRP-Approved HIV Prevention Videos
- HIV-related *MMWR* CME Program Courses
- Web-based CME Opportunities (e.g., Medscape HIV/AIDS CME Center, [www.rn.com](http://www.rn.com), <http://mi.train.org>)
- Satellite, Web, and TV Broadcasts
- National STD Prevention Conference
- National HIV/AIDS Update Conference
- United States Conference on AIDS
- Community Planning Leadership Summit

### PARTICIPATION REQUIREMENTS

Full participation in update event is required in order to receive full credit. Break and lunch times will **not** be counted towards update hours. An agenda and verification of full participation must be submitted along with other required documentation (outlined below). **MDCH/DHWDC reserves the right to reject any non-DHWDC event as an update.** Contacting MDCH/DHWDC prior to event to ensure its eligibility is strongly encouraged.

### VERIFICATION OF PARTICIPATION/COMPLETION

*For DHWDC-sponsored trainings*, the “*DHWDC Update Proof of Attendance*” form will be provided to participants on site. Submission of additional documentation is not required. Certification update information will automatically be updated in HAPIS records. *For Non-DHWDC trainings/events*, complete document submission includes **all** of the following items:

- The “*HIV Update Documentation*” form\*\*;
- An explanation of event’s relevance to job duties;
- The “*DHWDC Update Verification of Attendance for Non-HAPIS Events*” form\*\* completed by event coordinator/staff;
- Registration confirmation, which includes your name and date of event (payment receipt not acceptable);
- A conference booklet or an agenda of the event; **and**
- A copy of any certificates of completion obtained as a result of the education activity.

*For medical continuing education journals, videos, online resources (Option 5)*, complete document submission includes **all** of the following items:

- The “*HIV Update Documentation*” form\*\*;
- A copy of the article with exam (i.e. *MMWR*); and
- A written summary of any video or online resource.

\*\*Forms may be found on the MDCH web site at: <http://michigan.gov/hivstd>. Follow the “Training” link.

## **DEADLINES FOR COMPLETION OF CERTIFICATION UPDATES**

Update activity must be completed by the last day of the month in which certification is due to expire. Documentation must be submitted to DHWDC no later than 30 days after certification is due to expire. Upon receipt of documentation, DHWDC staff will contact submitter to acknowledge receipt and inform them of the status of their submission.

### **RESPONSIBILITY FOR MONITORING CERTIFICATION STATUS**

Program supervisors are responsible for monitoring the certification status of agency counselors. **For more information contact, Christina Bolden at [boldenc@michigan.gov](mailto:boldenc@michigan.gov) or (313) 456-2181.**

### **Specialized HIV Trainings**

**Application:** Please note application deadlines. Complete enclosed “HIV Training Application Form” and forward to the address or fax number indicated on the application. Approximately three weeks prior to the training, applicants will be notified by mail regarding acceptance/rejection. **For more information please contact Vicki Berlin at 313-456-1040 or at [berlinv@michigan.gov](mailto:berlinv@michigan.gov).**

### **Assuring the Quality of HIV Prevention Counseling**

This workshop is open **only** to supervisors of HIV prevention and test counseling staff and is required for supervisors at DHWDC-funded sites. It is designed to help supervisors assure the quality of HIV prevention counseling. Supervisors must have attended either the HIV Test Counselor Certification Training since 1994, or a supervisor’s update.

<b>Date</b>	<b>Location</b>	<b>Registration deadline</b>
October 20-21, 2011	Detroit	October 1, 2011

# Case Management Certification Trainings and Recertification

## HIV/AIDS Case Management Certification Training

The HIV/AIDS Case Management Certification Training is designed to certify HIV/AIDS case managers who are required to adhere to the “*Standards of Service for HIV/AIDS Medical Case Management in Michigan*”.

**Participants must have already completed the HIV Test Counselor Certification Training.** There are three (3) sessions in the training series that must be successfully completed in order to become a certified case manager. Participants are required to pass each course with a minimum score of 80% on the exit examination. Those seeking to become an HIV/AIDS Prevention and Intervention Section (HAPIS) certified HIV/AIDS case manager must attend the entire training series and satisfactorily complete all course work and examinations.

**Application:** Please note application deadlines. Complete the “*Case Management Certification Application Form,*” and submit per the instructions provided on the application form. Approximately three weeks prior to the training, applicants will be notified by mail regarding acceptance/rejection.

### Session 1: Fundamentals of HIV Case Management Training

This two-day session consists of training on new standards including intake, assessment, care planning, medical monitoring, and follow-up.

<b>Dates</b>	<b>Location</b>	<b>Registration deadline</b>
April 6-7, 2011	Detroit	March 18, 2011
October 5-6, 2011	Lansing	September 9, 2011

### Session 2: Tools and Resources for Case Managers

This two-day session, consists of training on various topics such as cultural diversity and culturally and linguistically appropriate services (CLAS) standards, prevention counseling, prevention for PLWH/A, Partner Services, entitlements, benefits, the AIDS Drug Assistance Program, the Michigan Dental Program, and quality improvement through data collection.

<b>Dates</b>	<b>Location</b>	<b>Registration deadline</b>
May 17-18, 2011	Detroit	April 22, 2011
November 17-18, 2011	Lansing	October 21, 2011

### Session 3: Medication Adherence

This three-day session consists of adherence counseling and education and includes specific information on how to talk to clients about medical care and treatment, medication history, lab work, issues impacting adherence to HIV medical treatment, a comprehensive assessment of the client’s readiness or ability to adhere to the recommended course of treatment by taking all prescribed medications, keeping medical appointments and obtaining lab tests when ordered. Important factors that will be emphasized include medication use, behavioral change related to lifestyle and activities, pain control, control of medication side effects, adjustments to change, coping with emotional reactions, and changes in disease symptoms.

<b>Dates</b>	<b>Location</b>	<b>Registration deadline</b>
June 20-22, 2011	Detroit	May 27, 2011
December 5-7, 2011	Lansing	November 11, 2011

## **HIV/AIDS Case Management Recertification Options**

**For information on Case Management Training and Certification, please contact Elizabeth Cahimba at (517) 241-4531 or at [cahimbae@michigan.gov](mailto:cahimbae@michigan.gov).**

# Partner Services (PS) Certification Training

**Application:** Please note application deadlines. Complete enclosed “Partner Services Training Application Form” and forward to the address or fax number indicated on the form. **For more information, contact Tracy Peterson-Jones at (313) 456-4422.**

**Cancellation:** Participants who are not able to attend their scheduled training must cancel at least two working days ahead of the training. **Participants who fail to cancel and who “no show” may lose priority for future trainings and may jeopardize their agency’s priority for future trainings.**

## Partner Services Certification Training for Local Public Health Agencies That Receive HIV Categorical Funding

The two-day Partner Services Certification Trainings for Local Health Departments are designed to familiarize staff with a number of strategies to control and prevent the spread of HIV and other STDs. Participants will learn ways to reach out to providers and community partners to enlist their assistance in disease management. In addition, participants will learn about program policy and practices for conducting the full scope of PS. Emphasis will be placed on learning effective methodologies for working with individuals dually diagnosed with HIV/STDs to identify their at-risk partners so prevention counseling, testing and referral services can be provided. Participants will learn skills to conduct thorough client interviews, field investigations, field work challenges and techniques. Individuals registering for this course **must** have received prior certification as an HIV Test Counselor.

**The course is required for all HIV test counselors who are employed in a local health department and who are designated to conduct PS field investigation activities.**

<b>Dates</b>	<b>Location</b>	<b>Registration deadline</b>
March 23-24, 2011	Detroit	February 25, 2011
June 16-17, 2011	Lansing	May 20, 2011
September 21-22, 2011	Detroit	August 26, 2011
December 15-16, 2011	Lansing	November 21, 2011

## Partner Services Update Certification Trainings

The PS Certification update has been *revised* to include two parts. These two parts include the **completion of the new PS Web course**, as well as attending a **face to face interactive skills building activity course**. The PS Web course includes a basic overview of PS ranging from the Michigan HIV Laws to completion of the necessary forms to initiate PS, and is described on page 14.

**Low morbidity health department staff** may complete the PS online course, if they choose to maintain their PS certification to continue to provide PS prevention counseling, elicitation and partner referral within clinical settings.

**High morbidity health department PS staff** are now required to complete the online course, and also attend an interactive skills building course. These courses include:

**Topic: HIV & Domestic Violence**

This update will assist HIV/STD staff to recognize the signs and symptoms of domestic violence and to develop skills to assess if a client is being abused. The workshop will also assist HIV/STD staff to build appropriate referral resources and community networks to assist clients experiencing abuse.

<b>Date</b>	<b>Location</b>	<b>Registration Deadline</b>
February 24, 2011	Detroit	January 29, 2011

**Topic: Motivational Interview & Partner Services**

This update will examine important elements of motivational interviewing to assist HIV/STD staff to enhance counseling skills to conduct partner services.

<b>Date</b>	<b>Location</b>	<b>Registration Deadline</b>
June 23, 2011	Detroit	May 27, 2011

**Topic: Partner Services & Health Threat to Others (HTTO)**

This update will review local health department staff response to HTTO situations. It is designed to help local public health HIV prevention & test counselors implement the proper protocol to address HTTO situations. A speaker from MDCH Legal Affairs will be on hand to review Public Act 490, and its implication on local public health.

<b>Date</b>	<b>Location</b>	<b>Registration Deadline</b>
October 20, 2011	Lansing	September 23, 2011

## **Partner Services Specialized Training Courses**

**Application:** Please note application deadlines. Complete the “*Module 3: HIV Test Counseling and PS for Local Health Department/PS Update/ Specialized Training Application*” form and forward to the address or fax number indicated on the application. **For more information, contact Tracy Peterson-Jones at (313) 456-4422 or [petersont@michigan.gov](mailto:petersont@michigan.gov).**

**Topic: Effectively working with Clients with Mental Health Disorders & Substance Abuse Issues**

This training will provide in-depth information on mental health disorders and substance abuse issues. This training will examine ways to recognize signs or symptoms of mental illness, the various mental health conditions and guardianship issues. The training will also examine the effects of substance use, and how to recognize if a client may have a substance abuse problem. The speaker will discuss strategies to effectively build collaborative efforts between mental health, substance abuse and public health services.

<b>Date</b>	<b>Location</b>	<b>Registration Deadline</b>
July 21, 2011	Detroit	June 23, 2011

# Partner Services Web Course For High/Low Morbidity Public Health Departments

Partner Services (PS) is pleased to announce the availability of the “*Partner Services Training web course.*”

This web course is designed to provide staff of local public health who conducts PS with basic information ranging from Michigan HIV Laws, essential information needed for elicitation, and the completion of the necessary forms to initiate PS.

This course is *required* to be completed by PS staff of *high-morbidity health departments*, in addition to attending a face to face interactive skills building course.

*Low morbidity health departments* may complete the course if they choose to maintain their certification to continue to provide PS prevention, elicitation and partner referral within clinical settings.

## Accessing the Web Course

This course is available through the online public health training clearinghouse known as MITRAIN. MITRAIN is accessible at [mi.train.org](http://mi.train.org). All persons who access the PS Web course will need to register, and *get approved* by the MDCH Course administrator to take the course.

## How the Web Course Works

It takes approximately 40 minutes to one hour to complete the web course (which involves reading the modules and completing the quiz after each module). Each quiz must be completed successfully to move on to the next module. Each quiz consists of 4 to 6 questions, which include matching, multiple choice, and true or false. Only those who successfully complete all quizzes (80%) will be able to print a certificate of course completion. Participants are encouraged to have a printer readily accessible and functional in order to print the certificates immediately after successfully completing the course. The certificate of course completion should be used as documentation to: 1) verify individual test administrator completion; and 2) for quality assurance and accreditation site visits for *low morbidity local health departments*.

*High morbidity health departments* will utilize the certification of the web course completion, and attending the face to face skills building course for the purpose of quality assurance and accreditation site visits.

**For information regarding course information, contact:**

**Tracy Peterson-Jones,  
DHWDC,  
Cadillac Place,  
3056 W. Grand Blvd., Suite 3-150,  
(313) 456-4422  
[petersont@michigan.gov](mailto:petersont@michigan.gov)**

# HIV Event System Trainings

Web-based trainings for the Counseling, Testing and Referral and the Partner Services data collection modules will be held quarterly throughout the calendar year. Trainings will be held at New Horizons Training Centers in East Lansing and Livonia.

**For additional information and training dates, contact Jeanine Hernandez, Counseling and Testing Coordinator at 517/241-5940 or [hernandezjea@michigan.gov](mailto:hernandezjea@michigan.gov).**

## Program Review Panel (PRP) Review Volunteers Needed!

In 1992 the Centers for Disease Control and Prevention (CDC) released the publication “*Content of AIDS Related Written Materials, Pictorials, Audiovisuals, and Education Sessions in Centers for Disease Control and Prevention (CDC) Assistance Programs.*” Based on this guidance and prior to expenditure of contract funds, all HIV educational materials that MDCH/DHWDC/HAPIS agencies plan to develop or purchase, regardless of funding source, must be reviewed.

### Submitting Materials

A list of review dates and submission deadlines is provided below. For more information on the material review and submission process, contact **Christina Bolden**.

### Becoming a Reviewer

It is imperative that the Program Review Panel (PRP) establishes a pool of qualified reviewers to support the materials review process. Anyone may serve on the PRP and all are welcome as long as they meet the minimum qualifications. MDCH/DHWDC/HAPIS is responsible for establishing a Program Review Panel to include members who:

- a. Have expertise in HIV/AIDS prevention or care;
- b. Understand the epidemiology and extent of the HIV/AIDS problem in the local population and the specific audiences for which materials are intended; and
- c. Represent a reasonable cross section of the population.

If you would like to become a member of the Program Review Panel, to information and/or an application for review panel membership, contact **Christina Bolden**.

### 2011 PRP Meetings

<b>Date</b>	<b>Location of Review</b>	<b>RSVP &amp; Submission Deadline:</b>
January 28, 2011	Detroit	January 21, 2011
May 27, 2011	Lansing	May 20, 2011
September 23, 2011	Lansing	September 16, 2011
December 16, 2011	Detroit	December 9, 2011

**Contact Information Christina Bolden at (313) 456-2181 [boldenc@michigan.gov](mailto:boldenc@michigan.gov)**  
**Program Review Panel**  
**Cadillac Place**  
**3056 W. Grand Blvd., Suite 3-150**  
**Detroit, MI 48202**

# Information-Based Testing for Low-Morbidity Public Health Departments

**The HIV/AIDS Prevention and Intervention Section is pleased to announce the availability of the Information-Based HIV Testing Web Course.** This web course is designed to provide those who will be providing HIV testing in low-morbidity local health departments with information essential to answering basic questions about HIV, providing the elements of informed consent for HIV testing, and delivering or initiating the delivery of HIV test results. This course is available to anyone with web access; however, *this course DOES NOT replace the test counselor certification course series (Modules 1-3) for persons providing test counseling at community-based organizations and high-morbidity local health departments.*

## Accessing the Information Based Testing (IBT) Web Course

This course is available through the online public health training clearinghouse known as MITRAIN. MITRAIN is accessible at <http://mi.train.org>. All persons who require verification of course completion must take the exam and must register and enter the course through MITRAIN.

**The Information-Based HIV Testing Web Course and MITRAIN are accessible by anyone with internet access. For optimum performance, a high-speed Internet connection (DSL or cable) is recommended, but not necessary.**

## How the IBT Web Course Works

It takes approximately 3 hours to complete the course (which involves reading the modules and completing the exam). Only those who complete the exam with a minimum score of 80% will be able to print a certificate of successful course completion. The exam consists of 25 multiple choices, true or false and matching questions. The exam takes approximately 10 minutes to complete. Once the exam is entered, it must be completed in its entirety. The exam may be completed as many times as necessary to achieve the minimum score of 80%. Participants are encouraged to have a printer available in order to print the certificate immediately after successfully completing the exam.

The certificate of course completion shall be used as documentation to: 1) verify individual test administrator training completion; and 2) for quality assurance during accreditation site visits for **low morbidity local health departments only.**

**For information and technical problems regarding course information, contact:  
Kimberly Snell, DHWDC, Cadillac Place, 3056 W. Grand Blvd., Suite 3-150, (313) 456-3394**