

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

2013 Resource Catalogue



For further information contact:
Division of Health, Wellness and Disease Control
(313) 456-1040

| |
|--------------------------|
| Table of Contents |
|--------------------------|

Year At-A-Glance..... iii-iv

ETRDU..... 1

Training Description and Eligibility.....2- 9

- Module 1: HIV Basic Knowledge Training
- Module 2: HIV Prevention Specialist Certification Training
- Module 3: HIV Test Counseling and PS Certification Training
- Case Management Certification Trainings
- Partner Services Certification Training
- Update Training and Recertification

Web Courses..... 10-11

- Information Based Testing (IBT)
- Partner Services for low morbidity Health Departments

IT/Technology.....12

HIV Event System Trainings

Care Ware

Resource..... 13-14

Program Review Panel

Training Request

Forms..... 15-17

- Training Application
- Update Certification
- Specialized Training Request Application

2013 TRAININGS AT-A-GLANCE

HIV Test Counselor Certification

The Module 1: HIV Basic Knowledge Web Course is the pre-requisite for admission to the Module 2 – HIV Prevention Specialist course.

Module 2- HIV Prevention Specialist

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| Jan. 15-16 | Detroit | Dec. 28, 2012 |
| Feb. 13-14 | Lansing | Jan. 25, 2013 |
| Mar. 13-14 | Detroit | Feb. 22, 2013 |
| April 10-11 | Lansing | March 22, 2013 |
| May 8-9 | Detroit | April 19, 2013 |
| June 5-6 | Lansing | May 24, 2013 |
| Sept. 12-13 | Detroit | Aug. 23, 2013 |
| Oct. 1-2 | Lansing | Sept. 13, 2013 |
| Oct. 22-23 | Detroit | Oct. 4, 2013 |

Module 3- Test Counselor

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| Jan. 24-25 | Detroit | Jan. 4, 2013 |
| Feb. 27-28 | Lansing | Feb. 1, 2013 |
| Mar. 21-22 | Detroit | Mar. 1, 2013 |
| April 23-24 | Lansing | Mar. 29, 2013 |
| May 21-22 | Detroit | April 26, 2013 |
| June 18-19 | Lansing | May 24, 2013 |
| Sept. 24-25 | Detroit | Aug. 30, 2013 |
| Oct. 10-11 | Lansing | Sept. 20, 2013 |
| Oct. 24-25 | Detroit | Oct. 4, 2013 |

Case Manager (CM) Certification

CM Module 1

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| April 18-19 | Detroit | March 29, 2013 |
| Sept. 19-20 | Lansing | Aug. 30, 2013 |

CM Module 2

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| May 16-17 | Detroit | April 26, 2013 |
| Oct. 17-18 | Lansing | Sept. 27, 2013 |

CM Module 3

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| June 12-14 | Detroit | May 24, 2013 |
| Nov. 6-8 | Lansing | Oct. 11, 2013 |

Partner Services (PS)

PS Certification Training

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| Feb. 20-21 | Detroit | Jan. 25, 2013 |
| June 20-21 | Lansing | May 24, 2013 |
| Sept. 18-19 | Detroit | Aug. 23, 2013 |
| Nov. 13-14 | Lansing | Oct. 18, 2013 |

Update Training

HIV Test Counselor Update

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| April 30 | Detroit | April 5, 2013 |
| June 26 | Lansing | June 7, 2013 |
| Sept. 18 | Detroit | Aug. 30, 2012 |
| Nov. 20 | Lansing | Nov. 1, 2013 |

Partner Services Update

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| April 11 | Detroit | Mar. 22, 2013 |
| Oct. 17 | Lansing | Sept. 27, 2013 |

Partner Services Specialized Training

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| Mar. 27 | Detroit | Mar. 1, 2013 |
| July 18 | TBD | June 21, 2013 |

Professional Development

Outreach 360: A Comprehensive Approach to Venue-Based and Online Outreach

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| April 16 | Detroit | Mar. 29, 2013 |

OMG! We should talk, HMU: Making Social Media Work

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|----------------|-----------------|-----------------|
| Sept. 27, 2012 | Lansing | Sept. 6, 2013 |

Quality Assurance for CareWare

| <u>Date</u> | <u>Location</u> | <u>Deadline</u> |
|-------------|-----------------|-----------------|
| June 28 | Detroit | May 31, 2013 |
| Nov. 22 | Lansing | Oct. 25, 2013 |

Skills Lab

For more information contact Jan de la Torre at 517-241-4531 or delatorrej@michigan.gov

IT/Technology

HIV Event System (HES)

For training dates contact LaRonda Chastang at 313-456-0633 or chastangl@michigan.gov

Cobent (On-line learning management system)

For training dates contact Kimberly Snell at 313-456-3394 or snellk@michigan.gov

CAREWare

For training dates contact Donna Black at 313-456-1503 or blackd4@michigan.gov

A Message from the Training Unit...

Greetings,

I am pleased to announce the release of the Michigan Department of Community Health (MDCH), Division of Health, Wellness, and Disease Control 2013 Resource Catalogue.

The mission of the MDCH is to **protect, preserve, and promote** the health and safety of the people of Michigan with particular attention to providing for the needs of vulnerable and underserved populations. In support of that mission, the Education, Training, and Resource Development Unit (ETRDU) provides educational training products, services and solution, specializing in HIV, STD, Viral Hepatitis, and Health Disparities education.

The vision of the ETRDU is to be recognized as one of the nation's leaders in providing educational training products, capacity building and technical assistance. We look forward to an exciting year of providing professional development experiences to the community, our partners as well as our state. If you have any suggestions on educational opportunities, please contact us at etrdu@michigan.gov.

On behalf of the ETRDU, we wish you success and partnership in combating HIV, STD, Hepatitis and Health Disparities in the coming year.

Donald J. Calhoun
Acting Manager, Education, Training, and Resource Development Unit

Strategic Training for Healthy Outcomes

HIV Test Counselor Certification

Descriptions

Module 1: HIV Basic Knowledge Web Course is required for those who plan to take the HIV Prevention Specialist Training (Module 2). Module 1 covers basic HIV/ AIDS. This training alone does not provide HIV Prevention Specialist or HIV Test Counselor certification. Participants are required to pass this course with at least 80% proficiency on the exit examination before taking Module 2.

Prerequisite: None *Cost: \$50 per person for non-funded MDCH agencies*

Module 2: HIV Prevention Specialist Certification. This two-day course is designed to prepare providers in a variety of settings to support individuals in making behavior changes that will reduce their risk of acquiring or transmitting HIV. Upon completion of this workshop, participants will be able to define client-centered HIV prevention counseling; describe factors that affect a client's behavior; and demonstrate through practice sessions all the steps of HIV prevention counseling. 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.

Prerequisite: Module 1 *Cost: \$50 per person for non-funded MDCH agencies*

Module 3: HIV Test Counseling and Partner Services Certification. This two-day course is designed to provide participants with the core elements necessary for successful HIV counseling and testing. It includes traditional/conventional and rapid test training. 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.

Prerequisite: Module 2 *Cost: \$50 per person for non-funded MDCH agencies*

Application and Eligibility

Complete the “*Training Application*” form to register 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**.

Priority placement is granted to staff and volunteers at MDCH/DHWDC funded/designated HIV test sites. Secondary priority will be given to applicants from agencies contracted with MDCH/DHWDC that HIV education and prevention, outreach or case management.

Applicants from non-funded designated programs or other programs that provide HIV testing (e.g., adolescent health centers) will be placed in HIV module trainings 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.**

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” **will** 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 others must pay \$50.00 per training module. Fees are payable by cash, check, or money order to “State of Michigan” at the door. Do not send payment with application, it will be returned.

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.

Case Management Certification

Descriptions

Case Management Session 1 (CM1): Fundamentals of HIV Case Management Training.

This two-day training is designed for individuals that will provide HIV/AIDS case management services and will cover new standards including intake, assessment, care planning, medical monitoring, and follow-up.

Prerequisite: HIV Test Counselor Certification *Cost: None*

Case Management Session 2 (CM2): Tools and Resources for Case Managers.

This two-day training, consists of training on various topics such as cultural diversity, prevention counseling, prevention for People Living with HIV/AIDS (PLWH/A), Partner Services, entitlements, benefits, the AIDS Drug Assistance Program, the Michigan Dental Program, and quality improvement through data collection.

Prerequisite: CM 1 *Cost: None*

Case Management Session 3 (CM3): Medication Adherence.

This three-day training covers 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.

Prerequisite: CM2 *Cost: None*

Requirements of Case Management Training

According to Section 1.12 of the Universal Standards for Michigan Department of Community Health – Continuum of Care Funded Agencies in Michigan:

All staff hired to provide case management must successfully complete the MDCH/DHWDC/HAPIS/HIV/AIDS Case Management Certification training and examination to be certified as a case manager within one (1) year of beginning employment as a case manager.

Upon successful completion of certification training, HIV/AIDS case managers must be able to satisfactorily demonstrate their ability to perform all duties required of case management services. This includes the ability to effectively and consistently:

- a) conduct a client intake;
- b) use the acuity scale in assessing client need (as trained by DHWDC);
- c) engage in a reassessment of client needs at a minimum interval of every six (6) months;
- d) develop a service plan (care plan);
- e) report to DHWDC (through CAREWare) quality indicator data;
- f) provide adherence counseling, medical monitoring and follow up;
- g) conduct service plan coordination, follow-up and monitoring of medical treatment and other services; and
- h) plan for and implement the discharge of clients from case management services appropriately.

Application and Eligibility

Complete the “*Training Application*” form to register and forward to the address or fax number indicated on the application. To attend Session 2 or Session 3 training, successful completion of the previous Session in the series is **required**.

Case management training is designed for individuals hired to provide case management services at HIV/AIDS agencies funded by MDCH/DHWDC or by the Detroit Department of Health and Wellness Promotion. HIV/AIDS Case Management Certification Training series consists of three (3) sessions and participants must successfully complete each session with at least 80% proficiency to be certified as 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” **will** lose priority for future trainings and may jeopardize the agency’s priority for future trainings.

Fee: There is no charge for MDCH/DHWDC or Detroit Department of Health and Wellness Promotion (DDHWP) funded prevention or care contract agencies.

Partner Services (PS)

PS Certification Training: This two-day training 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.** The training is 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.

Prerequisite: HIV Test Counselor Certification

Cost: None

Partner Services Specialized Training Courses

Topic: HIV Generation of Testing

Date: March 27, 2013

This specialized training will examine the new generation of testing for HIV. It is designed to help HIV prevention & test counselor understand the new HIV diagnostic testing algorithm for laboratories, and the new dual immunoassay testing algorithms. A speaker from MDCH Bureau of Epidemiology HIV/AIDS Surveillance Section will be on hand to review the testing algorithms, terms and what makes a “HIV case” for surveillance.

Topic: PS & Use of Social Media

Date: TBD

This specialized training will examine the important elements of the use of social media to help local health department HIV prevention & test counselors to begin to develop infrastructures to notify at-risk partners of HIV/STD via the use of technology.

Application Process

Complete the “*Training Application*” form to register 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**.

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” **will** lose priority for future trainings and may jeopardize the agency’s priority for future trainings.

Fee: There is no charge for MDCH/DHWDC or Detroit Department of Health and Wellness (DDHW) funded prevention or care contract agencies.

Update Training and Recertification

HIV TEST COUNSELOR UPDATE/RE-CERTIFICATION

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.

2) Conduct at least six (6) HIV 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 session's requirement.

MEETING THE HIV UPDATE CERTIFICATION REQUIREMENT

Counselors must complete a total of six hours of HIV-specific or HIV-related skills and information enhancement every two years. 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 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.

HIV Test Counselors can fulfill the update requirement by completing one of the following options:

- **Option 1: Attend a one-day HIV Prevention Specialist/Test Counselor Update**
 - **Topic: "What's Behind the Acronym?"**
This update will explore terms and definitions used to describe sexuality and explore strategies counselors can use to remain client-centered.
Date: April 30, 2013 Cost: \$50 per person for non-funded MDCH agencies
 - **Topic: "How Close is Too Close?"**
This update will focus on strategies counselors can use to maintain healthy detachments with their clients, while still being invested in the counseling session. This training will also explore appropriate and inappropriate disclosures during CTR sessions.
Date: June 26, 2013 Cost: \$50 per person for non-funded MDCH agencies
 - **Topic: "Sex Positive"**
This update will focus on harm reduction strategies counselors can explore with their clients that will integrate prevention and pleasure.
Date: September 18, 2013 Cost: \$50 per person for non-funded MDCH agencies

- **Topic: “Root Causes”**
This update will explore the root causes of HIV-related health disparities in communities of color and sexual minorities, and strategize how to address them.
Date: November 20, 2013 Cost: \$50 per person for non-funded MDCH agencies

- **Option 2: Partner Services (PS) Training Courses**
 - **Topic: Cultural Competency & PS**
This update will examine important elements associated with being culturally competent to facilitate effective PS to at risk populations. Speakers will share their expertise in working with diverse populations and other community partners to help in disease detection and prevention efforts.
Date: April 11, 2013

 - **Topic: PS & 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 and how to respond to a FOIA. A speaker from MDCH Legal Affairs will be on hand to review Public Act 490, and its implication on local public health.
Date: October 17, 2013

- **Option 3: Statewide Conferences (Health Equity/STD/HIV/Case Management)**
 - Counselors may attend a DHWDC-sponsored Conference. **Please note: to use the any of the DHWDC sponsored conferences as a certification update, participants must provide their name and counselor ID number to conference registration staff for credit.**

- **Option 4: 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 Non-DHWDC Sponsored options:

- HIV/AIDS ODCP 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://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. For any questions, please email snellk@michigan.gov.

VERIFICATION OF PARTICIPATION/COMPLETION

For DWHDC-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:

1. the “Update Documentation” form;
2. an explanation of event’s relevance to job duties;
3. the “DHWDC Update Verification of Attendance for Non-HAPIS Events” form completed by event coordinator/staff;
4. registration confirmation, which includes your name and date of event (payment receipt not acceptable);
5. a conference booklet or an agenda of the event; **and**
6. 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:

1. the “HIV Update Documentation” form;
2. A copy of the article with exam (i.e. MMWR)
3. A written summary of any video or online resource

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 please contact, Kimberly Snell at 313-456-3394 or snellk@michigan.gov.

CASE MANAGER UPDATE/RE-CERTIFICATION

According to Section 1.13 of the Universal Standards for Michigan Department of Community Health – Continuum of Care Funded Agencies in Michigan:

Case managers must be re-certified every two (2) years through completion of training updates approved by MDCH/DHWDC/HAPIS.

Case managers **must** complete six (6) 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.

Please refer to the HIV Test Counselor update requirement options 1-5 for approved recertification activities.

Please contact Kimberly Snell at 313-456-3394 or snellk@michigan.gov with any questions, regarding Case Management Re-certification.

Professional Development / Specialized Trainings

OMG! We should talk, HMU: Making Social Media Work

This training will provide participants useful tips on how to utilize social media to mobilize target high risk communities for HIV prevention and linking people living with HIV to services.

Cost: \$50 per person for non-funded MDCH agencies

Outreach 360: A Comprehensive Approach to Venue-Based and Online Outreach

This training utilizes grassroots, best practices and theory-based approaches to conducting comprehensive outreach to higher risk communities. Participants will learn to develop an outreach plan, acquire recruitment and referral skills.

Cost: \$50 per person for non-funded MDCH agencies

Quality Assurance for CareWare

This training will provide participants with technical assistance to ensure quality assurance for data management.

Cost: \$50 per person for non-funded MDCH agencies

Skills Lab

Designed for adult learners, skills labs are highly interactive and skills based learning for professional who are interested in improving counseling skills utilizing various techniques to improve the health and well-being of our community. Join us for a half-day session of peer connection, networking, and support. Labs will be held quarterly.

Cost: None for non-funded MDCH agencies

Information Based Testing (IBT) Web Training

IBT TRAINING

For optimum performance, a high-speed Internet connection (DSL or cable) is recommended, but not necessary.

Successful completion of IBT Training will satisfy required testing criteria for those who will be providing HIV testing in low-morbidity local health departments. The web course covers essential basic information 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 (Modules 2 and 3) for persons providing test counseling at community-based organizations and high-morbidity local health departments.*

How to Access the Web Course

Participants are required to request access to the ETRDU Learning Management System before they can access online training course. Participants should complete and submit the “*Training Application*” form. Registrants will receive a user name and a temporary password to access to the system. Once in the system, participants will be able to register for training courses. If you experience technical problems or have questions, please contact Kimberly Snell 313-456-3394 or snellk@michigan.gov.

How Web Courses Work

It takes 2-3 hours to complete the web 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 multiple choice, true or false, and matching questions. Once you begin the exam, it must be completed in its entirety. You may take the web course 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 or if you experience technical problems regarding course information, contact: Kimberly Snell at (313) 456-3394 or snellk@michigan.gov.

Partner Services Web Training

PARTNER SERVICES TRAINING WEB COURSE

This web course is designed to provide staff of local public health who conducts Partner Services (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* for 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 web course is available through the online public health training clearinghouse known as MITRAIN. MITRAIN is accessible at 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 questions. 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 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 at (313) 456-4422 or email petersont@michigan.gov.

IT/Technology Training

HAPIS EVENT SYSTEM (HES)

Web-based trainings for the Counseling, Testing, and Referral and the Partner Services data collection modules will be held quarterly throughout the calendar year.

For additional information and training dates, contact LaRonda Chastang at 313-456-0633 or chastangl@michigan.gov.

Care Ware

Class room and web-based training will be offered throughout the calendar year.

For additional information and training dates, contact Donna Black at 313-456-1503 or blackd4@michigan.gov.

Resources

➤ PROGRAM REVIEW PANEL

The Centers for Disease Control and Prevention (CDC) released the *Content of AIDS Related Written Materials, Pictorials, Audiovisuals, and Education Sessions in Centers for Disease Control and Prevention (CDC) Assistance Programs* guidance in 1992. This guidance called for the development of review panels “to consider the appropriateness of messages designed to communicate with various groups”.

All agencies and programs funded by the Michigan Department of Community Health (MDCH), Division of Health, Wellness and Disease Control (DHWDC), HIV/AIDS Prevention and Intervention Section (HAPIS) may only use HIV educational materials that have been approved by the Program Review Panel, regardless of the source of funds used to create, purchase, distribute, or utilize the materials.

Submission Criteria

All materials and required forms must be received by the Education, Training, and Resource Development Unit (ETRDU). (HIV prevention funded agencies must submit material to contract monitors first before submitting information to ETRDU).

Print Material

- Please send written materials electronically for review to etrd@michigan.gov.
- If a curriculum is being reviewed, at least one complete copy should be submitted. All materials related to the implementation of the curriculum should also be submitted (videos, slides, handouts, etc).

DVD/CDROMS

- Provide one (1) copy of any video/DVD, CDROM, cassette, book, or other item that is not reproducible. These items will be returned to the submitter after review.

Social Media/Web pages

- For web pages, Facebook pages, and YouTube videos, please provide the URL for the sites as well as a description and the purpose of social media being used.
- For Twitter, please provide a comprehensive list of tweet content that will be used along with a description of how messages will be used. Include a brief description of how followers will be recruited.

2013 Meeting Dates

Meeting Date

Quarterly

Location of Review

TBD

REQUEST A TRAINER

If you have training needs, our team of highly skilled, professional trainers can work with you to develop a personalized training for your organization/agency. Complete the Specialized Training Request Application and fax to 313-456-4427. If you have questions or require additional information please contact Jan de la Torre at 517-241-4531 or delatorrej@michigan.gov.

MICHIGAN DEPARTMENT OF
COMMUNITY HEALTH
DHWDC-HAPIS
FAX: 517-241-5922
Attn: ETRDU
Questions: 313-456-1040

If you have not received a confirmation letter within
five days of the start of training please email
etrdu@Michigan.gov

TRAINING APPLICATION FORM

Please **PRINT** clearly or type. Fill out a separate application form for each person and each training. **If you are applying for HIV Module 3 training, please print application after completion, have supervisor sign and fax to above number.**

Name: _____ Position: _____

Agency: _____

Agency Address: _____

Phone: _____ Fax: _____

E-mail address: _____

Title of Training: _____

Date: _____ Location: _____

Will be requesting Nursing CEU? No Yes

If applicant is applying for HIV or Case Management Module 3 training, I confirm that this employee/volunteer will be providing HIV antibody testing or will be doing case management through my agency.

Supervisor's Name: _____ Phone: (____) _____

Supervisor's Signature: _____ Date _____

Note: Applications that are not completely filled out will be returned. Applications for each training will be reviewed at the time of the application deadline for that training. Priority for acceptance into trainings is based on agency contracts with DHWDC/HAPIS, job position of applicant and available space.

Mail or fax applications to:
MDCH/DHWDC/ETRDU 3056 W. Grand Blvd. Ste 3-150 48202.
Fax: (313) 456-4427. Phone: (313) 456-1040.

Specialized Training Request Application
Please Fax completed form to Attn: ETRDU 313-456-4427

Organization Name:

Organization Contact:

Contact Email:

Contact Phone: **Fax:**

Training Information

Preferred Dates

Day 1(mm/dd/yyyy): **Time of Day:**

Day 2(mm/dd/yyyy): **Time of Day:**

Target audience:

Projected attendance:

- Speaking Engagement* Desired Topic:
- Training* Desired Topic:
- Resource Development (Consult with staff to develop your agency's training materials, educational resources, teaching and presentation skills)*
- Technical Assistance (Consult with staff to improve or create education and training related efforts in your agency)*

Provide a brief description of your request?