

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH  
HIV/AIDS Prevention and Intervention Section (HAPIS)**

## **2014 Resource Catalogue**



**For further information contact:  
HAPIS Office  
(517) 241-5900**

***\*\*\*Please check back often as new trainings will be added\*\*\****

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# 2014 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. 27, 2013
Feb. 13-14	Lansing	Jan. 24, 2014
Mar. 4-5	Detroit	Feb. 14, 2014
April 16-17	Detroit	March 28, 2014
May 8-9	Lansing	April 18, 2014
June 10-11	Detroit	May 23, 2014
Sept. 9-10	Lansing	Aug.22, 2014
Sept. 16-17	Detroit	Aug. 29, 2014
Oct. 27-28	Lansing	Oct. 10, 2014

### *Module 3- Test Counselor*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Jan. 30-31	Detroit	Jan. 10, 2014
Feb. 19-20	Lansing	Jan. 31, 2014
Mar. 13-14	Detroit	Feb. 21, 2014
April 24-25	Detroit	April 4, 2014
May 20-21	Lansing	May 2, 2014
June 25-26	Detroit	June 6, 2014
Sept. 18-19	Detroit	Aug. 29, 2014
Sept. 25-26	Lansing	Sept. 5, 2014
Oct. 29-30	Lansing	Oct. 10, 2014

## Case Manager (CM) Certification

### *CM Module 1*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
April 10-11	Detroit	March 21, 2014
Sept. 11-12	Lansing	Aug. 22, 2014

### *CM Module 2*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
May 15-16	Detroit	April 25, 2014
Oct. 16-17	Lansing	Sept. 26, 2014

### *CM Module 3*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
June 18-20	Detroit	May 30, 2014
Nov. 19-21	Lansing	Oct. 31, 2014

## Partner Services (PS)

### *PS Certification Training*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Mar. 26-27	Detroit	Feb. 18, 2014
May 7-8	Lansing	Apr. 11, 2014
Sept. 17-18	Detroit	Aug. 22, 2014

## Update Training

### *HIV Test Counselor Update*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
May 30	Lansing	May 9, 2014
Oct. 8	Lansing	Sept. 19, 2014
Nov. 14	Detroit	Oct. 24, 2014
Dec. 11	Detroit	Nov. 21, 2014
Dec. 17	Lansing	Nov. 21, 2014

*Partner Services Update*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Mar. 5	Detroit	Feb. 7, 2014
July 17	Lansing	June 20, 2014
Oct. 9	Detroit	Sept. 12, 2014

*Partner Services Specialized Training*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
June 25-26	Detroit	May 29, 2014
July 18	TBD	June 21, 2014

*Partner Services Supervisor's Training*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Aug. 13-14	Detroit	July 17, 2014

**Specialized Trainings (May be used as an update)**

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

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
April 30	Detroit	April, 11, 2014

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

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Sept. 23	Detroit	Sept. 5, 2014

*Testing...Testing ...1.2.3: Michigan's New Testing Algorithm*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Mar. 6	Kalamazoo	Feb. 14, 2014
Mar. 11	Detroit	Feb. 21, 2014
Mar. 21	Flint	Feb. 28, 2014
Mar. 27	Lansing	Mar. 7, 2014

*Quality Assurance for CareWare*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
June 27	Detroit	June 6, 2014
Nov. 14	Lansing	Oct. 24, 2014

**Database/IT**

*HIV Event System (HES)*

For training dates, contact Barry Cooper 517-335-9134 [cooperb6@michigan.gov](mailto:cooperb6@michigan.gov)

*CAREWare*

For training dates contact Donna Black at 517-335-9740 or [blackd4@michigan.gov](mailto:blackd4@michigan.gov)

# 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*

**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*

**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*

## 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**. **A supervisor’s signature is required on all Module 3 applications for verification that applicant will be providing HIV test counseling.**

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.

**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.

**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* **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: CM1*

#### **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*

### 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/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 HAPIS);
- 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 HAPIS (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.

<b>Application and Eligibility</b>
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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/HAPIS or by the Detroit Institute for Population Health. The HIV 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 an HIV 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.

# Partner Services (PS)

## Partner Services Certification Training (PS)

**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 (517) 335-0401**

**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 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. Utilizing the new “Recommendations for Conducting Integrated Partners Services for HIV/STD Prevention”, participants will learn about program policy and practices for conducting PS activities. Emphasis will be placed on techniques for working with individuals diagnosed with HIV and other STDs to identify their at-risk partners so prevention counseling, testing and referral services can be provided. Participants will learn skills to conduct thorough field investigations and techniques for personal safety. In addition, participants will learn skills to enhance partner services delivery. 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.**

<u>Date</u>	<u>Location</u>	<u>Registration deadline</u>
March 26-27, 2014	Detroit	February 18, 2014
May 7-8, 2014	Lansing	April 11, 2014
September 17-18, 2014	Detroit	August 22, 2014

**Fee: None**

## Partner Services Update Certification Trainings

The PS Certification update has been *revised* to include two sections. These two parts include the **completion of the updated 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.

*High morbidity health department PS staff* is now required to complete the online course, and also attend an interactive skills building course from the *dates* below.

*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.

**1. Topic: Partner Services & Working with Youth**

This update will provide information on working with youth who were either perinatally infected or who acquired HIV behaviorally. Speaker will examine how public health can work more effectively with youth who are navigating through disclosure concerns, social relationships, and growing up with HIV, and discuss strategies to enhance delivery of Partner services to youth.

<u>Date:</u>	<u>Location:</u>	<u>Registration deadline:</u>
March 5, 2014	Detroit	February 7, 2014

**2. Topic: Partner Services & Child Protective Services**

This update will examine important policies of protective services and mandated reporter information for staff providing partner services.

<u>Date:</u>	<u>Location:</u>	<u>Registration deadline:</u>
July 17, 2014	Lansing	June 20, 2014

**3. Topic: Effectively working with Clients with Mental Health Concerns & Developmentally Delayed**

This update will examine important elements of working with clients who may have a mental health concern and/or developmentally delayed to assist local health departments to provide partner services.

<u>Date:</u>	<u>Location:</u>	<u>Registration deadline:</u>
October 9, 2014	Detroit	September 12, 2014

**Fees:** None

## Specialized Partner Services 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 (517) 335-0401 or [petersont@michigan.gov](mailto:petersont@michigan.gov)**

**Topic: Stepping it up: Building Interviewing, Elicitation and Investigation Skills through Motivational Interviewing**

This training will examine important elements of motivational interviewing and discuss practical strategies to assist HIV/STD staff to enhance counseling skills to conduct partner services.

**Date:** \_\_\_\_\_

**Location**

**Registration deadline:**

June 25 & 26, 2014

Detroit

May 29, 2014

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

**Partner Services (PS) is pleased to announce the availability of the “*Partner Services 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 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, DCDIC, 109 W. Michigan Avenue, Lansing, MI. 10<sup>th</sup> Floor**

**(517) 335-0401**

## **Partner Services Supervisory Training for Local Health Departments & Community-Based Organizations**

This Partner Services Supervisory Training is open to supervisors in local public health departments and HIV/AIDS community-based organizations. Utilizing the new “Recommendations for Conducting Integrated Partner Services for HIV/STD Prevention”, this course is designed to enhance supervisors’ skills to monitor and evaluate PS activities of agency staff, and focus on how local public health departments and community-based organizations can work more effectively together to enhance their specific staff skills to provide partner services. Registrants for this course **must** have received prior certification in Partner Services, and as a HIV Test Counselor. Supervisors of local health departments or HIV/AIDS community-based organizations may use this training to meet their certification update requirement for Partner Services and/or HIV Test counselor.

**Date:**

August 13 & 14, 2014

**Location:**

Detroit

**Registration Deadline:**

July 17, 2014

**Fee:** None

# 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: “Sex Positive”**  
*This update will focus on harm reduction strategies counselors can explore with their clients that will integrate prevention and pleasure.*  
**Dates:      October 8, 2014              Detroit**
  
  - **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.*  
**Dates:      May 30, 2014                      Lansing**  
**November 14, 2014              Detroit**

- **Topic: “PrEP Treatment”**  
*This training is an introduction to PrEP research and the interim CDC guidance on the use of PrEP among high risk groups.*  
**Dates:     December 11, 2014     Detroit**  
**December 17, 2014     Lansing**
  
- **Option 2: Attend a HAPIS Specialized Training**
  - **Topic: “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.*  
**Date:        April 30, 2014            Detroit**
  
  - **Topic: “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.*  
**Date:        September 23, 2014     Detroit**
  
  - **Quality Assurance for CareWare**  
*This training will provide participants with technical assistance to ensure quality assurance for data management.*  
**Dates:      June 27, 2014            Detroit**  
**November 14, 2014     Lansing**
  
  - **Testing...Testing..1.2.3: Michigan’s New Testing Algorithm**  
*This training will provide participants with up-to date information regarding the new testing algorithms approved by MDCH.*  
**Dates:      March 6, 2014            Kalamazoo**  
**March 11, 2014          Detroit**  
**March 21, 2014          Flint**  
**March 27, 2014          Lansing**
  
- **Option 3: Partner Services (PS) Training Courses**
  - *Please refer to page 5 for training topics and dates*
  
- **Option 4: Non-HAPIS Sponsored Events**
  - COUNSELORS DO NOT HAVE TO ATTEND HAPIS 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. HAPIS will count the number of credits awarded to nurses towards HIV counselor certification update hours.

○

The following are examples of Non-HAPIS Sponsored options:

- HIV/AIDS ODCP Communicable Disease Trainings
- HIV Staff In-services
- PRP-Approved HIV Prevention Videos
- HIV-related *MMWR* CME Program Courses
- State-wide sponsored conferences related to Health Equity, STD or HIV Case Management
- 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). **HAPIS reserves the right to reject any non-HAPIS event as an update.** Contacting HAPIS prior to event to ensure its eligibility is strongly encouraged. For any questions, please email [snellk@michigan.gov](mailto:snellk@michigan.gov).

### **VERIFICATION OF PARTICIPATION/COMPLETION**

*For HAPIS-sponsored trainings*, the “HAPIS 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-HAPIS 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 “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**

**PLEASE NOTE THIS CHANGE:** Currently, update activity must be completed by the last day of the month in which certification is due to expire. Beginning January 1, 2014 all counselor certifications will expire on December 31<sup>st</sup> the year your certification is due to expire. *Example: Counselor expiration date of 2/21/14 will now expire 12/31/14.* Documentation must be submitted to HAPIS by this date. Upon receipt of documentation, HAPIS 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 517-335-9783 or [snellk@michigan.gov](mailto: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/HAPIS.*

Case managers **must** complete six (6) hours of HAPIS-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 517-335-9783 or [snellk@michigan.gov](mailto:snellk@michigan.gov) with any questions, regarding Case Management Re-certification.

# 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 517-335-9783 or [snellk@michigan.gov](mailto: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 517-335-9783 or [snellk@michigan.gov](mailto: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](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 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 517-335-0401 or email [petersont@michigan.gov](mailto: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 Barry Cooper at 517-335-9134 or [cooperb6@michigan.gov](mailto:cooperb6@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 517-335-9740 or [blackd4@michigan.gov](mailto: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), 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 before submitting information to ETRDU.**

#### Print Material

- Please send written materials electronically for review to [etrd@michigan.gov](mailto: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.

### **2014 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 Individualized Training Request Application and fax to 517-241-5731. If you have questions or require additional information please contact Jan de la Torre at 517-241-4531 or [delatorrej@michigan.gov](mailto:delatorrej@michigan.gov).

**Individualized Training Request Application**  
**Please Fax completed form to Attn: ETRDU 571-241-5731**

**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?