



RESOURCE CATALOGUE

M D C H / D H W D C / E T R D U



2012

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For more information contact:

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Additional copies may be obtained at:
www.michigan.gov/hivstd

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2012 TRAININGS AT-A-GLANCE

HIV Test Counselor Certification

**Module 1- HIV Basic Knowledge (classroom based)*

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Feb. 1-2	Detroit	Jan. 23, 2012
Mar. 7-8	Lansing	Feb. 12, 2012

***Effective March 31, 2012 Module 1 will be offered as a web-based course only.**

Module 2- HIV Prevention Specialist

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Feb. 8-9	Detroit	Jan. 23, 2012
Mar. 21-22	Lansing	Mar. 9, 2012
April 18-19	Detroit	Mar. 19, 2012
May 8-9	Lansing	April 16, 2012
June 11-12	Detroit	May 14, 2012
July 18-19	Lansing	June 18, 2012
Aug. 7-8	Detroit	July 9, 2012
Oct. 24-25	Lansing	Sept. 24, 2012

Module 3- Test Counselor

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Feb. 15-16	Detroit	Jan. 30, 2012
Mar. 28-29	Lansing	Feb. 27, 2012
April 25-26	Detroit	Mar. 26, 2012
May 15-16	Lansing	April 23, 2012
June 19-20	Detroit	May 21, 2012
July 31-Aug. 1	Lansing	June 25, 2012
Aug. 15-16	Detroit	July 16, 2012
Oct. 29-30	Lansing	Oct. 1, 2012

Case Manager (CM) Certification

CM Module 1

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
April 24-25	Detroit	April 16, 2012
Sept. 18-19	Lansing	Sept. 4, 2012

CM Module 2

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
May 21-22	Detroit	May 7, 2012
Oct. 15-16	Lansing	Oct. 1, 2012

CM Module 3

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
June 13-15	Detroit	May 25, 2012
Nov. 14-16	Lansing	Nov 1, 2012

Partner Services (PS)

PS Certification Training

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
March 21-22	Detroit	Feb. 26, 2012
June 13-14	Lansing	May 18, 2012
Sept. 20-21	Detroit	Aug. 24, 2012
Dec. 6-7	Lansing	Nov. 9, 2012

Update Training

HIV Test Counselor Update

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Mar. 1	Detroit	Feb. 17, 2012
June 6	Lansing	May 14, 2012
Aug. 21	Detroit	Aug. 1, 2012

Partner Services Update

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Mar. 8	Detroit	Feb. 14, 2012
June 21	Detroit	May 25, 2012
Oct. 11	Lansing	Sept. 14, 2012

Partner Services Specialized Training

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
July 19	Lansing	June 22, 2012

Professional Development

Take Your Program to The Next Level: Learn how to write dynamic abstracts for local, national, and international conference submission

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Jan. 24, 2012	Detroit	Jan. 19, 2012

Data, Dashboards, and Deadlines? Managing Your Program Effectively

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
April 3, 2012	Detroit	Mar. 23, 2012

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

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
May 18, 2012	Lansing	May 7, 2012

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

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Sept. 7, 2012	Detroit	Aug. 24, 2012

Skills Lab

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

IT/Technology

HIV Event System (HES)

For training dates contact Jeanine Hernandez at 517-241-5940 or hernandezjea@michigan.gov

Cobent (On-line learning management system)

For training dates contact Kim 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 2012 Resource Catalogue. Registration for 2012 courses has been automated and can be accessed online at www.michigan.cobent.net.

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.

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

Strategic Training for Healthy Outcomes

IMPORTANT CHANGES FOR 2012

Effective January 2012

- **HIV Test Counselor Training Courses (HIV Modules 1-3) will be conducted consecutively over a four week period to allow staff to complete an entire series in 4 weeks instead of 3 months.**
- **The Information Based Testing (IBT) web course for low morbidity health departments is no longer accessible through MiTrain. Please submit an ETRDU Training Online Registration form. This form is available at www.michigan.gov/hivstd, detail instructions on “How to Access the Web Course “can be located on page 11 of this document.**
- **Beginning March 2012, there will be NO classroom based HIV Module 1: HIV Basics Web Course. All Module 1 HIV Basic Knowledge Web Courses, a prerequisite for Modules 2-3 will be web-based only.**

Please make note of these changes.

HIV Test Counselor Certification

Descriptions

Module 1: HIV Basic Knowledge Training is required for those who plan to take the HIV Prevention Specialist Training (Module 2) and/or for low morbidity health department staff. Module 1 covers basic HIV/AIDS information including informed consent for HIV testing, testing options, and giving HIV test results. 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 pp 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 pp 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 pp 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.

CEU

Nurses Contact Hours: Nurses may obtain 6 contact hours for each completed Module 1 - 3: HIV/AIDS Basic Knowledge Training, HIV Prevention Specialist Certification Training, and HIV Test Counselor Certification Training. There is a \$20 administration fee charged per course, payable 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.

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 Module 2 or Module 3 training, successful completion of the previous Module 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 module 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: 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. Also, examine the effects of substance use, and how to recognize if a client may have a substance abuse problem. Speaker will discuss strategies to effectively build collaborative efforts between mental health, substance abuse and public health services.

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:** So is HIV all I need to worry about? Understanding Co-Infection risk, assessment, referrals, and treatment. *Date: February 16, 2012*
 - **Topic:** Motivational Interviewing *Date: June 6, 2012*
 - **Topic:** Reducing HIV related Health Disparities in communities of color and sexual minorities *Date: August 21, 2012*
- **Option 2: Partner Services (PS) Training Courses**
 - Counselors may attend one of the DHWDC-sponsored PS Certification or Recertification trainings listed in this calendar
- **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. For more**

information on the conference contact Belinda Chandler (517) 241-5926 or chandlerbel@michigan.gov.

- **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 etrd@michigan.gov.

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:

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, LaRonda Chastang at 313-456-0633 or chastangl@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 LaRonda Chastang at 313-456-0633 or chastangl@michigan.gov or Kimberly Snell at 313-456-3394 or snellk@michigan.gov with any questions, regarding Case Management Re-certification.

Professional Development / Specialized Trainings

Data, Dashboards, and Deadlines? Managing Your Program Effectively

This workshop is designed to strengthen manager's supervisors, and/or coordinators program management skills. All 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 programs. Supervisors must have attended either the HIV Test Counselor Certification Training since 1994, or a supervisor's update.

Taking your program to the next level: Learn how to write program abstracts for conference submission

Whether you're a seasoned project manager or new to the field this workshop is for you. Come and learn the fundamentals of developing a competitive abstract for local, national, and international conference submission.

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

This training will provide the 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.

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.

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.

Web-based Training

HIV WEB-BASED TRAINING

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

NOTE: Information-Based HIV Testing (IBT) Web Course designed for low morbidity health departments has been replaced with HIV Module 1: HIV Basic Knowledge Training Course.

Successful completion of HIV Module 1 will satisfy required testing criteria for those who will be providing HIV testing in low-morbidity local health departments. The course covers essential HIV 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 (Module 2-3) 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 courses. Participants should complete the “ETRDU Online Registration” form available online at www.michigan.gov/hivstd. Upon successful completion, 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 Works

It takes 2-3 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 multiple choices, true or false and matching questions. Once you begin the exam, it must be completed in its entirety. You may take the 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 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* 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. All persons who access the PS Web course will need to register, and *get approved* by the MDCH Course administrator to take the course. Announcements and references for high/low morbidity local health departments will be posted on www.mihivnews.com.

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 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 Jeanine Hernandez at 517-241-5940 or hernandezjea@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 PRP Chair by the submission deadline. (HIV prevention funded agencies must submit material to contract monitors first before submitting information to the PRP chair).

Print Material

- Send (1) electronic copy of all documentation to LaRonda Chastang (PRP Chair) at chastangl@michigan.gov.
- If material has to be mailed, mail to the address below and provide eleven (7) copies of any print item. Make sure copies are clear and readable.
- 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 submitted (videos, overheads, 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 printed copies of the web content and the URL for the site as well as description and purpose of social media being used.
- For Twitter, please provide a comprehensive list 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.

Submission Deadline

February 6, 2012

May 7, 2012

August 1, 2012

Late submissions will NOT be considered. Items will not be accepted on the day of the review.

Becoming a Reviewer

Critical to its success, the Program Review Panel (PRP) needs a team 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, for information and/or an application for review panel membership, contact **LaRonda Chastang** at chastangl@michigan.gov.

2012 Meeting Dates

<i>Meeting Date</i>	<i>Location of Review</i>
February 23, 2012	Detroit
May 23, 2012	Brighton
August 17, 2012	Lansing

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 laTorre at 517-241-4531.

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?

OTHER

Reciprocity for HIV Test Counselors

If you are certified in another state to do HIV test counseling, and have verifying documentation, you may be eligible take a Reciprocity Exam to test out of Module 1-3 courses.

For more information regarding ETRDU Reciprocity guidelines, please contact LaRonda Chastang at 313-456-0633 or chastangl@michigan.gov.