

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
Bureau of Disease Control, Prevention and Epidemiology (BDCPE)
STD/HIV Prevention Section
HIV Prevention Unit**

2015 Resource Catalogue



For further information contact:

Debbie Davis

(517) 241-5919

Davidd22@michigan.gov

Table of Contents

<i>Year At-A-Glance</i>	<i>iii-iv</i>
<i>Training Description and Eligibility</i>	<i>1-11</i>
• 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	
• Specialized Trainings	
• Culturally and Linguistically Appropriate Services (CLAS)	
• Update Training and Recertification	
<i>Web Courses</i>	<i>12-13</i>
• Information Based Testing (IBT)	
• Partner Services for low morbidity Health Departments	
<i>IT/Technology</i>	<i>14</i>
• HIV Event System Trainings	
<i>Resource</i>	<i>15-16</i>
• Program Review Panel	
• Training Request	
<i>Form</i>	<i>17</i>
• Individualized Training Request Application	

2015 TRAININGS AT-A-GLANCE

HIV Test Counselor Certification

Module 1- HIV Basic Knowledge

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Jan. 9	Detroit	Dec. 19, 2014
Feb. 6	Lansing	Jan. 16, 2015
March 13	Detroit	Feb. 20, 2015
April 10	Detroit	March 20, 2015
May 7	Lansing	April 17, 2015
June 15	Grand Rapids	May 22, 2015
July 17	Detroit	June 26, 2015
Sept. 18	Lansing	Aug. 28, 2015
Oct. 9	Detroit	Sept. 18, 2015

Module 2- HIV Prevention Specialist

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Jan. 15-16	Detroit	Dec. 26, 2014
Feb. 10-11	Lansing	Jan. 23, 2015
Mar. 19-20	Detroit	Feb. 27, 2015
April 16-17	Detroit	March 27, 2015
May 14-15	Lansing	April 24, 2015
June 16-17	Grand Rapids	May 22, 2015
July 30-31	Detroit	July 10, 2015
Sept. 23-24	Lansing	Sept. 4, 2015
Oct. 22-23	Detroit	Oct. 2, 2015

Module 3- Test Counselor

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Jan. 22-23	Detroit	Jan. 2, 2015
Feb. 26-27	Lansing	Feb. 6, 2015
Mar. 26-27	Detroit	Mar. 6, 2015
April 28-29	Detroit	April 10, 2015
May 28-29	Lansing	May 8, 2015
June 18-19	Grand Rapids	May 22, 2015
Aug. 6-7	Detroit	July 17, 2015
Oct. 1-2	Lansing	Sept. 11, 2015
Oct. 29-30	Detroit	Oct. 9, 2015

Case Manager (CM) Certification

Dates for Case Management trainings are not available at this time.

Partner Services (PS)

PS Certification Training

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Mar. 25-26	Detroit	Feb. 27, 2015
May 20-21	Lansing	Apr. 30, 2015
Sept. 16-17	Detroit	Aug. 26, 2014

Update Training

HIV Test Counselor Update

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Nov. 6	Grand Rapids	Oct. 16, 2015
Nov. 13	Lansing	Oct. 23, 2015
Nov. 20	Detroit	Oct. 30, 2015

Update Training (Continued)

Dec. 4	Detroit	Nov. 13, 2015
Dec. 11	Lansing	Nov. 20, 2015
Dec. 18	Detroit	Nov. 25, 2015

Partner Services Update

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Apr. 8	Warren	Mar. 18, 2015
Aug. 13	Detroit	July 23, 2015
Oct. 15	Warren	Sept. 24, 2015

Partner Services Specialized Training

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
June 18	Lansing	May 27, 2015
July 15-16	Detroit	June 24, 2015

Culturally and Linguistically Appropriate Services (CLAS)

<u>Date</u>	<u>Location</u>
Feb. 26-27	Lansing
May 21-22	Lansing
Aug. 27-28	Lansing

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>
May 22	Detroit	May 1, 2015

“Let’s Talk about Sex”

<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Aug. 20-21	Detroit	July 21, 2015

Database/IT

HIV Event System (HES)

For information regarding HES, please contact Erik Cornet at 517-335-1930 or cornet@michigan.gov

HIV Test Counselor Certification

Descriptions

Module 1: HIV Basic Knowledge 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/BDCPE funded/designated HIV test sites. Secondary priority will be given to applicants from agencies contracted with MDCH/ BDCPE 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

The Case Management Certification Process is currently being revised. Trainings dates associated with Case Management are not available at this time. Please contact Jan de la Torre at 517-241-4531 or delatorrej@michigan.gov if you have any questions.

Partner Services (PS)

Certification Training

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

Certification Training for Local Public Health That Receive HIV Categorical Funding

The two-day Partner Services Certification Trainings for **Local Public 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 “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 public health department and who are designated to conduct PS field investigation activities.**

<u>Date</u>	<u>Location</u>	<u>Registration deadline</u>
March 25-26, 2015	Detroit	February 27, 2015
May 20-21, 2015	Lansing	April 30, 2015
September 16 -17, 2015	Detroit	August 26, 2015

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>
April 8, 2015	Warren	March 18, 2015

2. Topic: HIV & Aging

This update will examine the “graying” of the HIV epidemic. The CDC predicts that 50% of PLWH in the United States will be 50 years old and older by 2015, a proportion that rises to 71% by 2020. This update will discuss ways in which local health department HIV/STD prevention staff can assess the counseling needs of older adults living with HIV and provide partner services delivery.

<u>Date:</u>	<u>Location:</u>	<u>Registration deadline:</u>
August 13, 2015	Detroit	July 23, 2015

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

This update will assist local health department HIV/STD prevention staff to provide clients with partner services assistance that may have mental health concerns or are developmentally delayed.

<u>Date:</u>	<u>Location:</u>	<u>Registration deadline:</u>
October 15, 2015	Warren	September 24, 2015

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**

- 1. : 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. *Due to the nature of information covered, this training has a limit of fifteen (15) participants only.*

<u>Date:</u>	<u>Location</u>	<u>Registration deadline:</u>
July 15-16, 2015	Detroit	June 24, 2015

- 2. Topic: Partner Services & Child Protective Services**
This training 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>
June 18, 2015	Lansing	May 27, 2015

Fees: None

“Developing Culturally and Linguistically Appropriate Services (CLAS) Through the Lens of Health Equity” Specialized Training

Application: *Please note:* Registration for this training is on a first come first serve basis. Information to register is sent out approximately one month prior to the training dates to individuals who have expressed an interest in attending. If you are interested in attending the CLAS Training, please complete the Training Application Form within the Resource Catalogue.

Topic: Developing Culturally & Linguistically Appropriate Services (CLAS)

This two-day training will assist participants in applying a health equity/social justice lens to the implementation of CLAS Standards, learn about a framework for cultural competency development and apply it to personal, organizational and community change. Explore issues of power, oppression, privilege and change at four levels – personal, interpersonal, institutional, cultural, and discuss ways of implementing what you learn to in your individual organizations.

For more information about the course subject matter contact: **Shronda Grigsby, Michigan Department of Community Health, Division of Policy & Innovation, Health Disparities Reduction and Minority Health Section at (517) 335-1586 or grigsbys1@michigan.gov**

<u>Date:</u>	<u>Location</u>
February 26-27, 2015	Lansing
May 21-22, 2015	Lansing
August 27-28, 2015	Lansing

Important Note: The two-day CLAS training *can be* substituted for the Partner Services and HIV Test Counselor Update trainings. You must attend **both days** of the training and provide Tracy Peterson-Jones with a copy of the course completion certificate. A copy of the certificate can be faxed or mailed to:

Tracy Peterson-Jones
Michigan Department of Community Health
109 Michigan Ave 10th floor
Lansing, Michigan 48913
Telephone: (517) 335-0401
Fax: (517) 241-5922

Fees: None

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. 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,
Michigan Department of Community Health
109 W. Michigan Avenue
Lansing, MI 10th Floor
(517) 335-0401
petersont@michigan.gov**

HIV Test Counselor 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 Hot, What's Not"**

- This update will focus on harm reduction strategies counselors can explore with their clients that will integrate prevention and pleasure.*

- Dates: December 4, 2015 Detroit**
December 11, 2015 Lansing

- **Topic: "Trans* Allyship"**

- This update will explore the issues of discrimination and stigma faced by our trans clients while also developing an atmosphere in which all individuals can be comfortable in their work and personal space.*

- Dates: November 13, 2015 Lansing**
November 20, 2015 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: November 6, 2015 Grand Rapids
- **Topic: “Linkage to Care”**
This update will explore how HIV test counselors can assist individuals who are newly diagnosed in receiving life-saving medical care and treatment and help them explore steps they can take to protect their own health and prevent the transmission of HIV to others
Dates: December 18, 2014 Detroit
- **Option 2: Attend a STD/HIV Prevention Section Specialized Training**
 - **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: May 22, 2015 Detroit
 - **Topic: “Let’s Talk About Sex”**
This two-day training will allow counselors to further develop their skills on talking with clients about sex and how to create an environment where clients are comfortable with sharing sensitive information.
Dates: August 20-21, 2015 Detroit
- **Option 3: Partner Services (PS) Training Courses**
 - *Please refer to pages 4-6 for training topics and dates*
- **Option 4: Non-STD/HIV Prevention Section Sponsored Events**
 - COUNSELORS DO NOT HAVE TO ATTEND STD/HIV PREVENTION SECTION 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. The STD/HIV Prevention Section will count the number of credits awarded to nurses towards HIV counselor certification update hours.
 -

The following are examples of Non-STD/HIV Prevention Section Sponsored options:

- HIV/AIDS Office of Drug Control Policy (ODCP) trainings
- Communicable Disease Trainings
- HIV Staff In-services
- Program Review Panel (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://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). **The STD/HIV Prevention Section reserves the right to reject any non-STD/HIV Prevention Section event as an update.** Contacting Kimberly Snell prior to event to ensure its eligibility is strongly encouraged. For any questions, please email snellk@michigan.gov.

VERIFICATION OF PARTICIPATION/COMPLETION

For STD/HIV Prevention Section-sponsored trainings, the “*STD/HIV Prevention Section 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 STD/HIV Prevention Section records. *For Non-STD/HIV Prevention Section 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-STD/HIV Prevention Section 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 31st 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 the STD/HIV Prevention Section by this date. Upon receipt of documentation, STD/HIV Prevention Section 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 517-241-0855 or snellk@michigan.gov.

CASE MANAGER UPDATE/RE-CERTIFICATION

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

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

Case managers **must** complete six (6) hours of CARE Section-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 1-4 for approved recertification activities on pages 8&9.

Please contact Jan de la Torre at 517-241-4531 or delatorrej@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 Learning Management System (LMS) 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 517-241-0855 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 517-241-0855 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 517-335-0401 or email petersont@michigan.gov.

IT/Technology Training

HIV EVENT SYSTEM (HES)

Web-based trainings for the Counseling, Testing, and Referral and the Partner Services data collection modules will be held as the need arises.

For additional information and training dates, contact Erik Cornet at 517-335-1930 or cornet@michigan.gov

Resources

➤ **PROGRAM REVIEW PANEL (PRP)**

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 Bureau of Disease Control, Prevention and Epidemiology (BDCPE), STD/HIV Prevention Section 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 STD/HIV Prevention Section.

HIV prevention funded agencies MUST submit material to contract monitors before submitting information to the STD/HIV Prevention Section.

Print Material

- Please send written materials electronically for review to snellk@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, CD ROM, 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 517-241-5922. If you have questions or require additional information please contact Kimberly Snell at 517-241-0855 or snellk@michigan.gov.

Individualized Training Request Application
Please Fax completed form to Attn: Kimberly Snell at 517-241-5922

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?