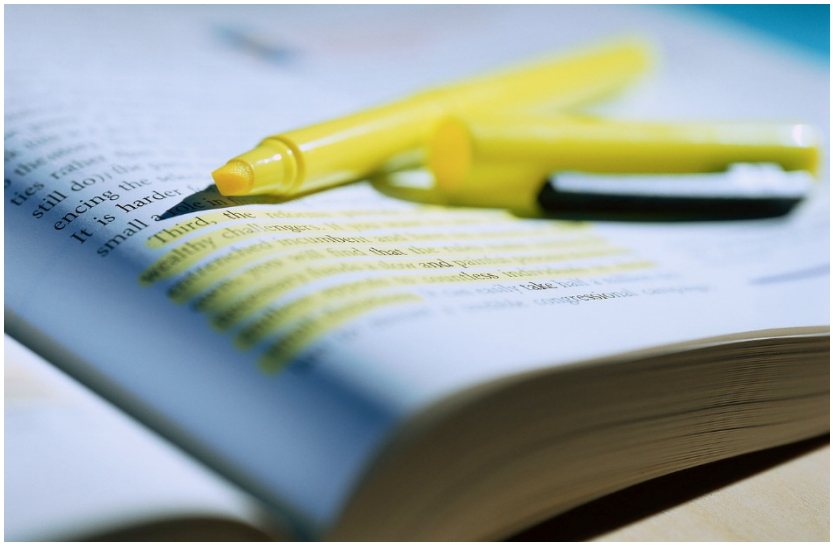
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
Division of HIV and STD Programs
HIV Care and Prevention Section
HIV Prevention Unit

2016 Resource Catalog



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2016 Trainings At-A-Glance

HIV Test Counselor Certification

TLC Update

Date	Location	Deadline
Jan. 20	Conference Call	Jan. 15, 2016

Module 1 - HIV Basic Knowledge

This training is online. Please see page 1 for registration information.

Module 2 - Test Counselor Part 1

Date	Location	Deadline
Jan. 21	Detroit	Jan. 15, 2016
Feb. 4	Lansing	Jan. 22, 2016
Mar. 18	Detroit	Mar. 4, 2016
April 8	Detroit	Mar. 25, 2016
May 6	Lansing	Apr. 22, 2016
June 15	Grand Rapids	May 27, 2016
July 22	Detroit	July 8, 2016
Sep. 23	Lansing	Sep. 9, 2016
Oct. 21	Detroit	Oct. 7, 2016

Module 3 - Test Counselor Part 2

Date	Location	Deadline
Jan. 28-29	Detroit	Jan. 15, 2016
Feb. 11-12	Lansing	Jan 29, 2016
Mar. 24-25	Detroit	Mar. 11, 2016
Apr. 14-15	Detroit	Apr. 1, 2016
May 12-13	Lansing	Apr. 29, 2016
June 16-17	Grand Rapids	May 27, 2016
July 28-29	Detroit	July 15, 2016
Sep. 29-30	Lansing	Sep. 16, 2016
Oct. 27-28	Detroit	Oct. 14, 2016

Partner Services Certification

PS Certification Training

Date	Location	Deadline
Mar. 17-18	Detroit	Feb. 22, 2016
June 23-24	Lansing	May 31, 2016
Sep. 22-23	Detroit	Aug. 30, 2016

Update Trainings

HIV Test Counselor Update Training

Date	Location	Deadline
Nov. 4	Detroit	Oct. 21, 2016
Nov. 18	Kalamazoo	Nov. 4, 2016
Dec. 7	Detroit	Nov. 18, 2016
Dec. 9	Lansing	Nov. 23, 2016
Dec. 16	Detroit	Dec. 2, 2016

Partner Services Update Training

Date	Location	Deadline
Apr. 14	Detroit	Mar. 22, 2016
Aug. 11	Lansing	July 19, 2016
Oct. 28	Detroit	Oct. 5, 2016

Specialized Trainings

(May be counted as an update training)

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

Date	Location	Deadline
May 20	Lansing	May 6, 2016

HIV Health Literacy

Date	Location	Deadline
Aug. 18-19	Detroit	Aug. 5, 2016

Stepping it Up: Building Interviewing, Elicitation and Investigation Skills through Motivational Interviewing

Date	Location	Deadline
July 21-22	Detroit	June 28, 2016

Culturally and Linguistically Appropriate Services (CLAS)

Date	Location	Deadline
Apr. 21-22	Lansing	Mar. 31, 2016
Aug. 18-19	Lansing	July 28, 2016

Database/IT

For information regarding Evaluation Web or Partner Services Web, please contact Debbie Davis (517) 241-5919 or davisd22@michigan.gov.

About HIV Prevention Training

Eligibility
Please note special eligibility requirements for each class, including prerequisites.

Priority placement is granted to staff and volunteers at Michigan Department of Health and Human Services (MDHHS), Division of HIV and STD Programs (DHSP), HIV Care and Prevention Section (HCPS), HIV Prevention Unit funded/designated HIV test sites. 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* before 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.

Registration
Please complete the HIV Training Application Form on page 16 or download it from the HIV Prevention Training website. Please note any special application requirements (e.g., supervisor signature, submission of certificate, etc.), instructions, and application deadlines.

Registration forms may be faxed or emailed to the contact information on the form.

Online Courses
Online courses are available in MI-TRAIN (https://mi.train.org). Course numbers are provided in the session description.

To complete a MI-TRAIN course, the user must first create an account. Select Create Account and follow the instructions to create a username and password. Once the user is approved by the MDHHS Course Administrator, he/she is able to take the online course.

The same username and password may be used for all HIV Prevention Training.

Questions/More Information
For questions about HIV testing trainings in this catalog, please contact Debbie Davis at (517) 241-5919 or davisd22@michigan.gov.

For questions about Partner Services trainings in this catalog, please contact Tracy Peterson-Jones at (517) 335-0401 or petersont@michigan.gov.

HIV Test Counselor Certification

TLC Update

This **required** update is specifically for CTR supervisors and Lead staff currently conducting HIV counseling and testing for Michigan Department of Health and Human Services (MDHHS). This update reflects the new changes introduced to MDHHS module training following updated CDC recommendations.

Schedule

Date	Location	Deadline
January 20, 2016	Via Conference Call	January 15, 2016

Module 1 - HIV Basic Knowledge Course

This online course is required for those who plan to take the HIV Prevention Specialist Training (Module 2). Module 1 covers basic HIV/AIDS education. 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. **Please print the certification upon completion of Module 1.**

Prerequisite

None

Schedule

On demand. Search for course number 1059900 in https://mi.train.org.

Module 2 - Test Counselor Part 1

This one-day course is designed to prepare providers in a variety of settings to support individuals in conducting HIV testing. Upon completion of this module, participants will be able to define client-centered HIV prevention counseling; describe factors that affect a client's behavior; and offer a variety of prevention options based on the client's needs. Certification is based upon demonstration of a minimum level of competency, requires complete attendance for the day, and a minimum score of 80% on the examination.

Prerequisites

1. Completion of Module 1
2. Supervisor's signature on Module 2 application
3. Submission of the Module 1 certificate with application

Schedule

Date	Location	Deadline
January 21, 2016	Detroit	January 15, 2016
February 4, 2016	Lansing	January 22, 2016
March 18, 2016	Detroit	March 4, 2016
April 8, 2016	Detroit	March 25, 2016
May 6, 2016	Lansing	April 22, 2016
June 15, 2016	Grand Rapids	May 27, 2016
July 22, 2016	Detroit	July 8, 2016
September 23, 2016	Lansing	September 9, 2016
October 21, 2016	Detroit	October 7, 2016

Module 3 - Test Counselor Part 2

This two-day course is designed to provide participants with the core elements necessary for delivering a positive test result. Upon completion of this module, participants will understand delivering a reactive test result, linking a client to medical, and holding the initial partner services (PS) conversation. Certification is based upon demonstration of a minimum level of competency, complete attendance for both days, and a minimum score of 80% on the examination.

Prerequisites

1. Completion of Module 2
2. Supervisor's signature on Module 3 application

Schedule

Date	Location	Registration Deadline
January 28-29, 2016	Detroit	January 15, 2016
February 11-12, 2016	Lansing	January 29, 2016
March 24-25, 2016	Detroit	March 11, 2016
April 14-15, 2016	Detroit	April 1, 2016
May 12-13, 2016	Lansing	April 29, 2016
June 16-17, 2016	Grand Rapids	May 27, 2016
July 28-29, 2016	Detroit	July 15, 2016
September 29-30, 2016	Lansing	September 16, 2016
October 27-28, 2016	Detroit	October 14, 2016

HIV Test Counselor Update Training and Recertification

HIV Test Counselor Update/Re-Certification

All HIV test counselor certified staff and volunteers who provide HIV prevention counseling, testing, and referral must maintain their certification. In order to maintain HIV Test Counselor certification, HIV test counselors are required to:

1. Complete six hours of HCPS-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 that equips participants with enhanced skills or knowledge and has a practical application to their work with clients in the HIV field.

   The six hours of continuing education must be HIV-specific or provide HIV-related skills and information enhancement every two years. Update hours may be obtained at one time (e.g., attending 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.

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.

HIV Update Courses

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

Option 1: Attend a one-day, HCPS sponsored HIV Prevention Specialist/Test Counselor Updated Training

The Culture of HIV

This update focuses on the social context that surrounds HIV, ranging from oppression to the lack of discussion regarding the risk behaviors that allow for the continued spread of HIV. It also concentrates on starting the conversations to help facilitate change.

Schedule

Date	Location	Registration Deadline
November 4, 2016	Detroit	October 21, 2016

HIV-related Stigma: How to Change for the Better

This update focuses on stigma and discrimination that individuals living HIV face and the barriers present that keep individuals from being tested.

Schedule

Date	Location	Registration Deadline
November 18, 2016	Kalamazoo	November 4, 2016

Drug-related Stigma: Creating Barriers to HIV Prevention

This update provides cultural sensitivity training to counselors by exploring how drug-related stigma and discrimination in health services obstruct HIV prevention for people who inject drugs.

Schedule

Date	Location	Registration Deadline
December 7, 2016	Detroit	November 18, 2016

Trans* Allyship

This update explores the issues of discrimination and stigma faced by trans clients and focuses on developing an atmosphere in which all individuals are comfortable in their work and personal space.

Schedule

Date	Location	Registration Deadline
December 9, 2016	Lansing	November 23, 2016

Linkage to Care

This update explores how HIV Test Counselors assist individuals who are newly diagnosed in receiving life-saving medical care and treatment. The training helps them explore steps individuals could take to protect their own health and prevent transmitting HIV to others.

Schedule

Date	Location	Registration Deadline
December 16, 2016	Detroit	December 2, 2016

Option 2: Attend a HCPS Prevention Section Specialized Training

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.

Schedule

Date	Location	Registration Deadline
May 20, 2016	Lansing	May 6, 2016

HIV Health Literacy

This two-day training allows HIV Test Counselors to expand their capacity to obtain, process, and understand HIV health information and the services needed to make appropriate HIV testing and care decisions.

Schedule

Date	Location	Registration Deadline
August 18-19, 2016	Detroit	August 5, 2016

Option 3: Attend Partner Services Training Courses

Please refer to pages 9-11 for training topics and dates.

Option 4: Attend a Non-DHSP/HCPS Sponsored Event or Activity

Counselors do not have to attend MDHHS HIV Section trainings to receive 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 may require little to no travel. Some options confer continuing education credits/units to maintain professional licensure. The HCPS counts the number of credits awarded to nurses towards HIV Test Counselor certification update hours.

The following are examples of Non-DHSP sponsored options:

- HIV/AIDS Office of Drug Control Policy (ODCP) trainings
- Communicable Disease Trainings
- HIV Staff In-services
- Program Review Panel 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, 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 are not counted towards update hours. An agenda and verification of full participation must be submitted along with other required documentation (outlined below).

The HCPS reserves the right to reject any non-HIV Section event as an update. Contacting the HCPS prior to the event to ensure its eligibility is strongly encouraged.

Verification of Participation/Completion

For HCPS-sponsored trainings, participants will receive proof of attendance upon completion of the class. Submission of additional documentation is not required. Certification update information will automatically be updated in CHSP records.

For Non-DHSP sponsored events/activities, participants should submit complete document of **ALL** the following items:

1. the *HIV Update Documentation* form (see page 16 or download from HIV Prevention Training website);
2. an explanation of event's relevance to job duties;
3. the *Update Verification of Attendance for Non-DHSP 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 4), complete document submission includes **ALL** of the following items:

1. the *HIV Update Documentation* form (see page 16 or download from HIV Prevention Training website);
2. a copy of the article with exam (e.g., MMWR)
3. a written summary of any video or online resource

Deadlines for Completion of Certification Updates

All counselor certifications expire on December 31 in the year the certification is due to expire. Documentation must be submitted to the HCPS on or before this date. Upon receipt of documentation, HCPS 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.

Partner Services Certification

Partner Services (PS) Certification

This two-day training for Local Public Health Department staff is designed to familiarize them with a number of strategies to control and prevent the spread of HIV and other sexually transmitted diseases (STD). 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 may be provided to them. Participants will learn the skills necessary to conduct thorough field investigations; techniques to assure personal safety; and how to enhance partner services delivery.

Prerequisite

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.

Schedule

Date	Location	Registration Deadline
March 17-18, 2016	Detroit	February 22, 2016
June 23-24, 2016	Lansing	May 31, 2016
September 22-23, 2016	Detroit	August 30, 2016

Partner Services Certification Update Trainings

Partner Services Update/Re-Certification

The PS Certification update has been revised to include two sections. In order to maintain PS Certification, local health department staff are required to:

1. Complete the updated, online PS course (see page 13 for more information). This online course is a basic overview of PS that ranges from Michigan HIV Laws to completion of the necessary forms to initiate PS.

2. Attend a face-to-face, interactive skills building course.

High morbidity health department PS staff are required to complete the online course **AND** attend an interactive skills building course.

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.

PS Update Courses

Partner Services: Working with Youth & Older Adults

This update addresses youth and older adult populations impacted by HIV. The morning segment will provide information on working with youth who were either infected perinatally or who acquired HIV behaviorally. The speaker will examine how to 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 PS to youth. The afternoon segment will examine the "graying" of the HIV epidemic. The CDC predicted that 50% of people living with HIV in the United States would be 50 years or older by 2015, a proportion that may rise to 71% by 2020. This update will discuss ways to assess the needs of these two populations and discuss strategies to enhance delivery of Partner Services.

Schedule

Date	Location	Registration Deadline
April 14, 2016	Detroit	March 22, 2016

PS and Social Media

This update examines the use of social media resources for HIV prevention utilizing the *HIV Prevention Communications Toolkit*.

Schedule

Date	Location	Registration Deadline
August 11, 2016	Lansing	July 19, 2016

Effectively Working with Clients with Mental Health Concerns

This update examines important elements of working with clients who may have mental health concerns and assisting local health department staff to provide them with Partner Services.

Schedule

Date	Location	Registration Deadline
October 28, 2016	Detroit	October 5, 2016

Specialized Partner Services Training Courses

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

Schedule

Date	Location	Registration Deadline
July 21-22, 2016	Detroit	June 28, 2016

Developing Culturally and 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.

Date	Location	Registration Deadline
April 21-22, 2016	Lansing	March 31, 2016
August 18-19, 2016	Lansing	July 28, 2016

CLAS Registration

Registration for this training is on a first come first serve basis. If you are interested in attending the CLAS Training, forward your contact information including email address and the date for which you are interested to **Shronda Grigsby, MDHHS, Division of Policy & Innovation, Health Disparities Reduction and Minority Health Section at (517) 335.1586 or grigsbys1@michigan.gov.** Registration information will be sent out approximately one month prior to the training dates.

Important Note: The two-day CLAS training ***may be*** substituted for the Partner Services and HIV Test Counselor Update trainings. You must attend **both days** of the training and mail or fax a copy of the course completion certificate. A certificate may be mailed to Tracy Peterson-Jones, MDHHS, 109 Michigan Ave, 10th floor, Lansing, Michigan 48913, or fax to her attention at (517) 241-5922.

Information Based Testing (IBT) Web Training

IBT Training

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.***

This training will be online in 2016. In the interim, please contact Kenneth Borkowski at borkowskik@michigan.gov for information on accessing IBT Training.

Partner Services Online Training

Partner Services Online Training

This online course is designed to provide local health department staff who conduct 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 (see pages 10-11).

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 https://mi.train.org/.

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.

Schedule

On demand.

For information regarding course information, contact Tracy Peterson-Jones, (517) 335-0401 or petersont@michigan.gov.

IT/Technology Training

Evaluation Web and Partner Services Web

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

For information regarding Evaluation Web or Partner Services Web, please contact Debbie Davis at (517) 241-5919 or davisd22@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 Division of HIV and STD Programs, HIV Care and 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 HIV Care and Prevention Section.

For more information on submission of materials, please contact Kyra Sanders at (517) 335-1873 or sandersk7@michigan.gov.

HIV Training Application Form

HIV Prevention Unit
HIV Care and Prevention Section
Division of HIV and STD Programs
109 W Michigan Ave, 10th Floor, Lansing, MI 48913

Please **FILL** out the form and **PRINT** clearly. Fill out a separate application form for each person and each training.

Name _____ Position _____

Agency _____

Agency Address _____

Phone _____ Fax _____

Cell Phone _____ E-Mail Address _____

Are you a supervisor? ☐ Yes ☐ No

If no, list supervisor's name _____ Phone _____

Title of Training _____ Training Date _____

If applicant is applying for HIV Test Counselor Training, I confirm that this employee/volunteer will be providing HIV test counseling through my agency.

Supervisor Signature _____

Incomplete applications will be returned. Applications for each training will be reviewed at the time of the application deadline for that training. Priority for acceptance into training is based on agency contracts, job position of applicant, and available space. Confirmation emails will be sent approximately two weeks before the training.

Fill out, print, and fax forms to (517) 241-5922.
Contact Debbie Davis at davisd22@michigan.gov or (517) 241-5919 for questions.

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HIV Training Update Documentation Form

HIV Prevention Unit
HIV Care and Prevention Section
Division of HIV and STD Programs
109 W Michigan Ave, 10th Floor, Lansing, MI 48913

Directions

1. Complete the form in its entirety. Failure to do so will delay processing.
2. Include an explanation of the event's relevance to job duties.
3. Provide verification of attendance for non-HIV Prevention Unit events such as registration confirmation which includes your name, date of event, and conference booklet or agenda.
4. Include a copy of any certificates of completion obtained as a result of the education activity.

For medical continuing education journals, videos, and online resources.

1. Complete the form in its entirety. Failure to do so will delay processing.
2. Include a copy of the article.
3. Write a summary of any video or online resources.

Name _____ Title _____

Agency _____

Agency Address _____

Work Phone _____ Email _____

Type of Update (Check corresponding box)
☐ HIV Test Counselor Worker ID _____ Last Update (mm/yr) _____
☐ Partner Services

Update Attended/Completed

Topic _____ Contact Hours _____ Date _____
Sponsor Agency _____ Documentation Attached? ☐ Yes ☐ No

Topic _____ Contact Hours _____ Date _____
Sponsor Agency _____ Documentation Attached? ☐ Yes ☐ No

Fill out, print, and fax forms to (517) 241-5922.
Contact Debbie Davis at davisd22@michigan.gov or (517) 241-5919 for questions.