

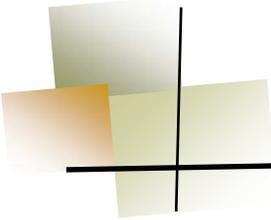


**State of Connecticut Department
of Public Health (DPH)
AIDS & Chronic Diseases Section**

**CORE Provider Training & Continuing Education
Workshop Brochure**



**Fall 2010
September -December**



DPH TRAINING PROGRAM

MISSION

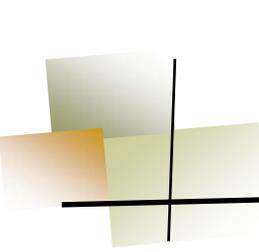
To provide a statewide educational training program for HIV care & prevention providers across local, regional and statewide programs involved in HIV/AIDS services delivery.

GOAL

To provide quality HIV related training and capacity building technical assistance (TA) to all HIV Care & Prevention Providers across the State of Connecticut.

OBJECTIVES

- To ensure that all newly hired HIV Care & Prevention providers attend & complete Core Pre-requisite Course within one year of hire. Trainings are offered twice a year for new staff. This training includes: HIV 101, STD's, Basics of HEP (A, B, and C), Sexual Assault, Domestic Violence, Substance Abuse 101, Cultural Competency, and Medical & Legal Basics of HIV.**
- To provide all newly hired HIV Care and Prevention providers with CORE training within one year of hire. Core training includes: Fundamentals of Waived Rapid Test Training, HIV Educators Training, Foundations of Comprehensive Risk Counseling Services (CRCS) Training, and Medical Case Management Training.**
- To provide annual Continuing Education (CE) workshops January through June. (Part B/DPH funded prevention providers are required to take a minimum of 12 contact hours of trainings per year in order to maintain a certificate of training or comply with Standards of Care).**
- To assist in the cross training of staff across the state for integrating Routine Prevention Counseling into Medical Care.**



TRAINING PROVIDED BY DPH

The Department of Public Health provides training for funded and non-funded HIV Care & Prevention Providers. Core trainings are offered twice a year and are open to all newly hired Care & Prevention Providers. Core trainings are mandatory for all new Part B funded providers and DPH Prevention providers. When space allows, non-funded providers will be permitted to attend.

DPH provides the following trainings:

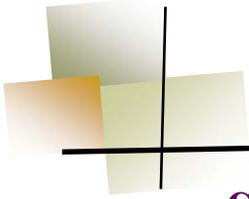
Core Trainings include- Pre-Requisite Training, HIV Prevention Counseling, Testing & Referral (CTR), Medical Case Management, CRCS provider, Drug TX Advocate, and HIV Prevention Educator. New providers must complete and submit a CORE training application in order to be approved.

Download @ http://www.ct.gov/dph/lib/dph/aids_and_chronic/prevention/pdf/core_prevention_certificate_of_training_application.pdf

Continuing Education (CE)- for those who currently hold Certificates of Training in designated provider areas.

What is included in the Pre-requisite* Modules?

- **HIV 101**
- **Introduction to Sexually Transmitted Diseases (STDs)**
- **Hepatitis C Virus (HCV)**
- **HIV Legal Issues: HIV Confidentiality & HIPAA**
- **Substance Abuse**
- **TB**
- **Sexual Assault**
- **Domestic Violence/Interpersonal Violence (IPV)**
- **Community Resources & Services**



CORE TRAINING TRACKS PROVIDED BY DPH

Prevention Counselor (PC– Code)

Basic- Fundamentals of Waived HIV Prevention Counseling & Testing– five day training for New HIV Prevention Counselors (HPC) & Testers.

Advanced– Skills Enhancement for Seasoned Counselors

****In addition, PC Electives must be taken to maintain certificate of training.**

Medical Case Manager (MCM–Code)

Basic- Fundamentals of Medical Case Management-A two- day training for New MCM.

Advanced– Medical Case Management Training – A one day training for New MCM .

Skills Enhancement Series for MCM– One day trainings focused on areas where MCM can increase their knowledge and skills around the delivery and quality of Medical Case Management services.

****In addition, MCM Electives must be taken to adhere to Standards of Care.**

Comprehensive Risk Counseling Service Provider (CRCS– Code)

Basic-Foundations of Comprehensive Risk Counseling Services-three day training for new CRCS providers.

****In addition, CRCS Electives must be taken to adhere to CRCS implementation manual.**

Prevention Educator (PE– Code)

Basic-Fundamentals of HIV Prevention Education training– A seven day training for new HIV Prevention Educators and Outreach Workers.

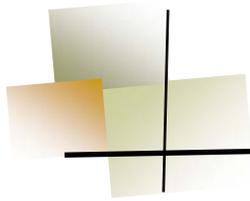
****In addition, Prevention Educator electives must be taken to maintain certificate of training.**

New! Fall 2010 Training Schedule

Skills Enhancement for MCMs

Quality Management 101 Series

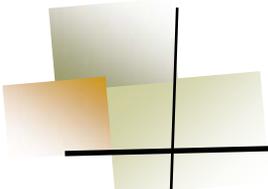
MCM & MAP Supervisors Training



WORKSHOP ELIGIBILITY

At this time, DPH offers CE workshops to all HRSA Part B and CDC funded HIV Care & Prevention Providers across the state. Space is limited for non – funded providers, and those who do not currently hold a certificate of training. The CE workshops are free and space is limited to 30 people. The CE workshops are offered so that providers can meet HIV care and prevention training requirement standards. The following contains important policy notices for providers and the CE workshop schedule for the 2010-11 year. It is necessary that you read this carefully.

- *All Part B Funded Providers (MCMs, MAP) are required to take twelve (12) credit hours per year.*
- *All currently valid HIV Prevention Counselors and HIV Prevention Educator certificates of training will expire on June 30, 2011. At that time, the certificates of those who have met the 2010 renewal requirements will be renewed for the following fiscal year.*
- *The renewal requirements for 2011 are the completion of 12 contact hours (1.2 CEUs) workshops or the equivalent, which are related to providers who hold certificates of training from DPH.*



HOW TO OBTAIN WORKSHOP CREDITS



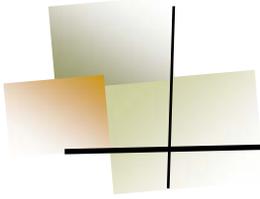
- To qualify for certificate renewal, you must obtain 12 contact hours (1.2 CEUs) during the calendar year. July 1 2010- June 30, 2011. The following explains the criteria to qualify for certificate renewal.
- **Registration is required for all course participation.**
- There are general electives and required workshops. General Electives (GE) can be taken in addition to the required workshops. Required workshops are those workshops that are specific to the role of the funded certificate holders (Counselors, CRCS & Educators), and some non- certificate holders (Medical Case Managers, Medication Adherence Providers, Drug Treatment Advocates & Syringe Exchange Providers). DPH will inform providers of required workshop under separate cover. **Providers will not receive credit for courses previously attended, unless mandated by DPH.**

REQUIRED WORKSHOPS

- You must attend at least one required workshop (that you have not already attended) from the Continuing Education Workshop Schedule. Additional CE workshops will be posted under separate cover for the January-June 2011 workshop year. If you have attended all of the workshops, you may earn credits from non-required workshop or from an outside training or workshop. A waiver must be submitted with an outside training and must be approved to receive credit.

(See page 7 for additional information about outside workshops and waiver Information). *Waiver applications can be downloaded from the DPH website @

http://www.ct.gov/dph/lib/dph/aids_and_chronic/prevention/pdf/continuing_education__ce__waiver_form_application.pdf



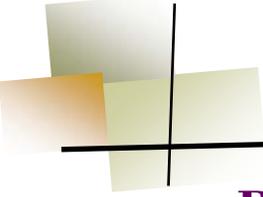
OTHER WORKSHOPS

You must obtain enough workshop credits so that the total credits equal the number you needed, 12 contact hours (1.2 CEUs per year). These workshop credits can be obtained in two ways:

- 1. By receiving credit for attending a workshop conference or seminar not sponsored by the Department of Public Health AIDS & Chronic Diseases Section or not listed in this announcement. To do so, you must submit a waiver form. The event must be attended between July 1, 2010 and June 30, 2011 and must be at least four to six hours in contact time.**
- 2. Attend enough workshops to be awarded the credit hours needed for compliance with Standards of Care for HIV Care and Prevention Providers-12 contact hours (1.2 CEUs) per calendar year. See table below for CEU units.**

***Waiver forms from other workshops must be submitted with proof of attendance, such as a Letter/Certificate of Attendance for full credit. Waivers with no supporting documentation will not be approved.**

Contact Hours	CEUs Awarded	Contact Hours	CEUs Awarded
1	.1	7	.7
2	.2	8	.8
3	.3	9	.9
4	.4	10	1.0
5	.5	11	1.0
6	.6	12	1.2



REGISTRATION INFORMATION

All registration will take place on TRAIN Connecticut. Please follow the directions below for access to the CT Train registration process. **Funded providers will receive an email notice when courses are posted onto the CT Train system, at that time participants may register for courses. Non-funded providers should call to inquire when courses will be posted.**

1) Click on the CT Train Website

<https://ct.train.org/DesktopShell.aspx>

2) If you are a member of CT Train, type in your **Login** information.

3) If you are new to CT Train you must create an account (no cost) to register. Please ensure that all your registration information is accurate & complete. We recommend that you keep your Login information in a safe place.

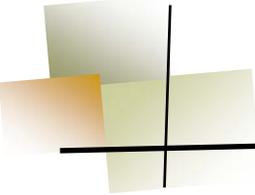
4) After an account has been created:

- Select course search from top navigation bar on Connecticut train home page.
- Select by course ID from left menu
- Type in Course ID #
- Click search button
- Click on course title this will bring you to Course Description
- Click the registration tab to register and follow directions to register for the course
- Click on get approval
- You will receive an e-mail to let you know if you are approved for the course.

5) After the training **each person must log on to his or her Connecticut Train account:**

- Select my learning from right menu on Connecticut Train home page
- Locate course and select M to complete assessment and evaluation
- When assessment and evaluation are complete go to Connecticut Train home page and select Certificate to download a copy of the completed course certificate.

Note: Each participant must go on train and make their own account to receive a certificate of completion. If you have any questions, please contact the Training Team Assistant: Debra Glass at 860-509-7789 or email at debra.glass@ct.gov

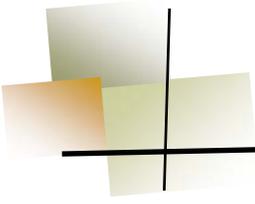


ADDITIONAL INFORMATION

- Withdrawing from a course
- **Course size is limited; If you wish to withdraw yourself from a course, locate the course in My Learning on the home page. Click on the "M" to go to Registration Management page and click on "Withdraw" button. This removes the course from My Learning.**
- **Please remember your CT Train account login information. We do not have access to your username and passwords, so please do not contact us. The CT Train system can send you a reminder email with password, but you will need access to your User ID. If you do not remember your User ID or the system locks you out, please contact, Debra Glass at 860-509-7789.**
- **Most instruction will begin promptly at 9:30 a.m. and end by 5:00 p.m. each day, unless otherwise noted.**
- **Lunch will be on your own.**
- **Your full attendance and participation in the trainings is required.**
- **Please do not plan to arrive late, leave early, or otherwise interrupt instructional time. This may jeopardize your ability to receive a Letter/Certificate of Attendance for the completion of the course.**
- **Most participants prefer to dress comfortably for the trainings. At times, we cannot control the temperatures at the locations where trainings are held, so please bring a jacket or sweater.**

Weather Cancellation: Please call (860) 509-7789 for storm cancellation announcements after 7:30 am on the day of the workshop.





CORE Training: Pre-requisite Training: Medical & Legal Basics of HIV

Dates: September 13, 15, & 16, 2010 9:00-5:00

Location: 9/13, 9/15 -The Lyceum Conference Center, Hartford, CT Conference Room C

9/16-The Commission on the Deaf and Hearing Impaired, West Hartford, CT. Conference Room-3rd Floor

Training Goal:

This comprehensive three day training is for new HIV Care & Prevention providers. Participants will learn about various key topics related to HIV Care & Prevention, such the medical (HIV 101), Confidentiality & HIPAA, HIV & HEP C, Sexually Transmitted Diseases (STDs), Sexual Assault, Domestic Violence, Legal Basics for people living with HIV, and learn how to link to HIV related community resources.

Presenters: HCSS Staff, Department of Public Health and Various Community Speakers

Code: Newly hired PC, PE, MCM, DTA, SEP, CRCS, MAP

Required for all new DPH funded Prevention & Part B Medical Case Managers.

Continuing Education: Quality Management & Continuous Quality Improvement (CQI)

Date: September 14, 2010. 9:30-2:30

Location: West River Hall-West Haven, CT.

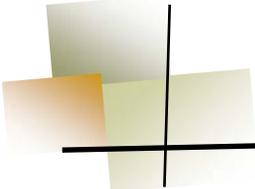
Training Goal:

This workshop will help participants understand key concepts of quality improvement, as well as HAB expectations for quality management and new HAB measures. Participants will learn to use quality improvement models including the Model for Improvement (PDSA cycles), and the HAB 9-Step Model. Participants will also learn how to access existing resources on quality improvement and how to request technical assistance (TA) on quality improvement from TA resources, such as the National Quality Center and the National HIVQUAL Project.

Presenters: Marianne Buchelli, DPH Deborah Gosselin, DPH, Robert Sideleau, Cornell Scott Hill Health Center and Dr. Lydia Barakat, Nathan Smith Clinic, Yale New Haven Hospital.

Code: MAP, MCM providers from Parts A-D are welcome to attend

(General Elective) CEUs: 4.5



CORE Training: Basic-Fundamentals of Medical Case Management Training

Dates: September 20 & 21, 2010 9:00-4:00

Location: City of Bridgeport, Health Department, Bridgeport, CT. Conference Room –2nd Floor

Training Goal:

This training will familiarize Medical Case Managers with the basic knowledge of Medical Case Management standards of care. Participants will also learn how to develop client service plans, perform effective referrals, accurate record keeping and policies and procedure. Participants will also learn the skills to improve medical case management outcomes and identify strategies to improve linkages with medical providers.

Presenters: DPH HCSS Staff

Code: Newly hired MCM*: Required for all new Part B Medical Case Managers. MCMs from other parts and those who would like a refresher are welcomed to attend when space allows.

CORE Training: Fundamentals of Waived HIV Prevention Counseling & Testing*

Dates: October 4-8, 2010 9:00-5:00

Location: Family Services at Woodfield (FSW) , Bridgeport, CT. Linda Procino Room– 1st Floor

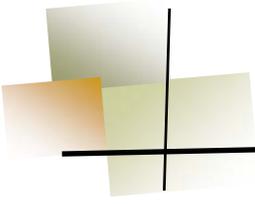
Training Goal:

This training is designed to develop a counselor's proficiency in conducting HIV prevention counseling. This training is for new frontline HIV Prevention Counselors who provide Counseling & Testing at their sites. Participants will be introduced to background, rationale, and history of the Fundamentals of HIV Prevention Counseling, review basic counseling skills, learn and practice using the CDC's Six Step of HIV prevention counseling protocol.

Presenters: Maureen Reault, MPH and Marianne Buchelli, M.B.A., M.P.H., CHES

Code: Newly hired HIV Prevention Counselors: Required for all new DPH funded Prevention Counselors.

***New Staff must attend the Pre-Requisite Training and complete the CORE Training Application before course registration can be approved.**



Continuing Education Training: Motivational Interviewing; Two-Part Workshop & Booster Session

Dates: Two Part Series October 18 & 25 , 2010 8:30-4:30

Location: The Keeney Memorial Cultural Center, Hartford, CT.

Training Goal:

This training provides basic training on Motivational Interviewing (MI) which focuses on strategies for developing client commitment to change and methods for collaboratively developing an action plan. Participants will have the opportunity to rehearse new skills through demonstration exercises and role-play activities.

**Presenter: Raymond “Chip” Tafrate, Ph.D., Professor & Chairperson
Department of Criminology & Criminal Justice, Central Connecticut State University**

Code: PC, CRCS.: Required for Prevention Counselors and CRCS providers who have not yet taken this course. *Booster Session is open to previous workshop attendees who would like a refresher. CEUS: .6 per day x 2 day= 1.2

(General Elective)

CORE Training: Advanced Medical Case Management Training

Dates: October 26, 2010 9:00-5:00

Location: The Commission of the Deaf & Hearing Impaired, West Hartford, CT.

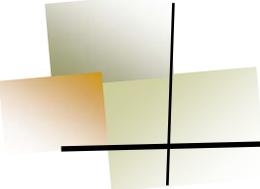
Training Goal:

This training will provide HIV Medical Case Managers with enhanced skills to effectively assess for medical co-morbidities, manage boundaries and transference with clients served, and how to perform and ensure effective referrals. Participants will also learn the skills to improve medical case management outcomes and identify strategies to improve linkages with medical providers.

Presenters: HCSS Staff, Department of Public Health & Community Facilitators

Code: Newly hired MCM *: Required for all new Part B Medical Case Managers.

MCM from other parts and those who would like a refresher are welcomed to attend when space allows.



Continuing Education: MCM and MAP Supervisor Training

Date: November 3, 2010 10:00-3:00

Location: 470 Capitol Avenue, Hartford, CT. Conference Room A/B

Training Goal:

This training will provide supervisors with a review of the Health Care and Support Services (HCSS) fiscal and programmatic reporting requirements, internal quality management, and an update from the 2010 HRSA All Parts Grantee meeting. Participants will review the HRSA's HIV/AIDS Bureau performance measures required by HCSS and how to monitor program compliance for record keeping and data collection purposed (CAREWare). Participants will also review the ERLI protocol so that clients/patients gain access to Care & Prevention services in a timely basis.

Presenters: Maureen Reault, MPH, and Marianne Buchelli, M.B.A., M.P.H., CHES

Code: MCM and MAP Supervisors: Required for new and seasoned supervisors.

(Required Elective) CEUs: .4

Continuing Education: Skills Enhancement for Medical Case Managers (MCMs)

Northern Region

Date: November 9, 2010 10:00-2:00

Location: The Russell Library, Middletown, CT. The Hubbard Room.

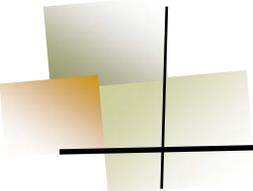
Training Goal:

This half-day course is intended for DPH funded medical case managers (MCMs) who provide MCM services at their sites. This training will provide seasoned MCMs with skill-building exercises on how to improve upon MCM required documentation.

Presenter: HCSS Staff, Department of Public Health and Community Facilitators

Code: MCMs . Required for Seasoned MCMs.

(Required Elective) CEUs: .4



Continuing Education: Motivational Interviewing; Booster Session*

Dates: November 15, 2010 8:30-4:30

Location: The Correctional Managed Care-HIV Program, Farmington, CT.

Training Goal:

This training provides a “refresher” for new and seasoned providers in the use of Motivational Interviewing (MI) skills. Participants will be able to “boost” their skills by demonstration exercises and role playing with other counselors.

**Presenter: Raymond “Chip” Tafrate, Ph.D., Professor & Chairperson
Department of Criminology & Criminal Justice, Central Connecticut State University**

Code: PC, CRCS (Required for Prevention Counselors and CRCS providers who have not yet taken this course). *Booster Session is open to previous workshop attendees who would like a refresher.

(General Elective) CEUs: .8

Continuing Education: Skills Enhancement for Medical Case Managers (MCMs)

South Region

Date: November 16, 2010 10:00-2:00

Location: The Stamford Government Center, Stamford, CT. Democratic Caucus Room 4th Floor

Training Goal:

This half-day course is intended for DPH funded medical case managers (MCMs) who provide MCM services at their sites. This training will provide seasoned MCMs with skill-building exercises on how to improve upon MCM required documentation.

Presenters: HCSS Staff, Department of Public Health

Code: MCMs: Required for Seasoned MCMs

(General Elective) CEUs: 4.0

CORE Training: HIV Prevention Educator Training

Date: November 29, 30, December 2, 7, 9, 13, and 16, 2010 9:00-4:00

Location: The Hessel Training Center, Planned Parenthood, New Haven, CT

Training Goal: This training is designed for new HIV educators who will be providing individual and group level HIV prevention related workshops. Participants will learn about the basics of HIV/AIDS, risk reduction and prevention interventions, and how to develop lesson plans for HIV related workshops.

Presenter: Prevention Unit Staff, Department of Public Health & Planned Parenthood Staff

Code: PE (Required for new Prevention Educators). New Educators must attend the Pre-Requisite Training and complete the CORE Training Application before course registration can be approved.



Training Information & Links to Sites

Commission on the Deaf and Hearing Impaired

67 Prospect Avenue, 3rd Floor

West Hartford, CT 330730

Tel: 800.708.6796

<http://www.cdhi.ct.gov/cdhi/cwp/view.asp?a=2684&q=319102#Directions to CDHI>

City of Bridgeport Health Department

752 East Main Street

Bridgeport CT 06608

CORRECTIONAL MANAGED HEALTH CARE

270 Farmington Avenue, Suite 173

Farmington, CT 06032

Department of Developmental Services (DDS) South Region - New Haven

370 James Street

New Haven, CT 06513

<http://www.ct.gov/dds/cwp/view.asp?a=3&q=332174>

Family Service at Woodfield

475 Clinton Avenue

Bridgeport Connecticut 06605

<http://www.fswinc.org/directions.php>

Keeney Memorial Cultural Center-Rotary Room

(across from the Historic Silas Deane House)

200 Main Street

Wethersfield, CT 06109

<http://www.ct.gov/dds/cwp/view.asp?a=2051&q=330674>

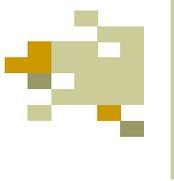
The Lyceum Conference Center

227 Lawrence Street

Hartford, CT 06106

Tel: 860.244.0066

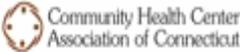
http://www.lyceumcenter.org/index.php?option=com_content&task=view&id=57&Itemid=90



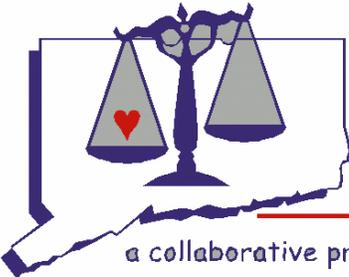
State of Connecticut Department of
Public Health

The Statewide Training Program is made possible through our collaborating agencies, Centers for Disease Control (CDC) and the Health and Resources Services Administration (HRSA). Any questions or comments regarding this brochure may be directed to Marianne Buchelli 860-509-8053

<http://www.ct.gov/dph/>



COMMISSION ON THE
DEAF AND HEARING IMPAIRED



AIDS Legal Network for Connecticut

a collaborative project of the legal services programs in Connecticut