

HIV Navigation Services (HNS)

CDC- SUPPORTED HIGH IMPACT PREVENTION (HIP) TRAININGS Training Event Coordination Specifications and Roles & Responsibilities

Role	Responsibility
Danya	Coordinate training logistics. Post training to CDC's Training Events Calendar (TEC) site and Effective Interventions Calendar. Conduct registration process. Schedule/facilitate logistics call. Develop MOU. Prepare and ship materials to site, according to <i>Materials Checklist</i> . After the training, provide participant and evaluation data as requested by CDC.
Host Agency	Assign staff contact for logistics. Provide training room & AV, according to the event's specifications. Participate in logistics call. Sign MOU. Respond to email communications, including review of training applicants. Receive training materials, transport to training room. Assist with room set-up. Provide onsite logistics, AV support during training. Assist with returning materials to Danya.
CBA Trainers	Participate in logistics call. Respond to email communications. Prepare and bring trainer materials to training, according to <i>Materials Checklist</i> . Assist with room, materials, AV set-up. Conduct training. Ensure completion of participant evaluations, sign-in sheets, onsite registration forms. Return evaluations and other materials to Danya, immediately after completion of training.

Intervention title	HIV Navigation Services (HNS)
Start/End times	Day 1: 8:30 a.m. – 5:00 p.m. Day 2: 8:30 a.m. – 5:00 p.m. Day 3: 8:30 a.m. – 3:00 p.m.
# Training Days	3 days
Training Coordination	For CBA-taught HNS trainings, Danya is responsible for fully coordinating the trainings (i.e., posting the training on TEC, handling registration, securing space, sending out acceptances, facilitating a logistics call, sending kits, collecting the PCEs and attendance list) at the direction of the CDC HNS Lead. Danya requires a minimum of 6-8 weeks in advance of a training date to effectively coordinate training logistics. Under pre-approved circumstances, at least 4 weeks' notice in advance of the training date is required.
Kit Details	Participant Manual
Where/When to Send Training Materials	Danya sends implementation kits, materials, supplies (as noted in <i>Materials Checklist</i>) to training site at least 2 days prior to training start date.
Room Set-up Preferences (host provides)	One large training room (for 3 days) <ul style="list-style-type: none"> • Large training room capable of seating 20 participants in U-shape • There must be enough space for participants to make 5-6 breakout groups of triads • Additional space for 2 easels, head table for trainers • Theater-style seating in the back of the room for observers • Materials can be left in room overnight between training days

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A/V Needs and Supplies (host provides)	Laptop (all days) (trainers MAY be able to provide) LCD projector and screen (all days) 2 easels with adhesive newsprint (all days) Markers
Access to training room	Approximately 1 hour prior to training start time. Trainers should be able to access room to set up the day prior to the first day of training.
Number of Participants	Maximum: 20 participants (Avg:15-18) Minimum: 10 4 observers Only those funded to implement (see participant requirements on effectiveinterventions.cdc.gov)
Kits, Materials, Supplies Danya provides for CBA-led trainings only	<ul style="list-style-type: none"> • Participant Manual for each participant • Participant folders (containing, at minimum, Intervention/Strategy Fact Sheet, agenda, Participant List, PCE) • Observer folders, as needed (containing, at minimum, Intervention/Strategy Fact Sheet, Participant List, Observer Guidelines/Ground Rules) • Trainers' folder (containing certificates, table tents, name tags, attendance list, blank HPATs, memo on PCEs and HPATs, FedEx slip with Danya's address for returning materials & envelope) <p>See <i>Materials Checklist</i> for full listing of supplies and materials</p>
CBA Trainers' Responsibilities	<ul style="list-style-type: none"> • 2 Trainers are recommended to train this course • Participate in conference calls with Danya and host site prior to training • Bring: <ul style="list-style-type: none"> • Trainers' Guide • Electronic copy of PowerPoint slides and video, as applicable • Trainer's copy of the Participant Manual and handouts • Other items as listed in <i>Materials Checklist</i> • Prepare all newsprint for easels in advance of training, as required • Arrive day before training when travel is required (prepare training space night before when possible) • Test and check A/V equipment the night before and at least 1 hour before training when possible • Distribute manuals and training materials • Have participants fill in sign in/attendance sheet & complete PCEs • Confirm that participants have their certificate of completion of the online course* • Immediately after completion of training, return to Danya using the pre-addressed FedEx slip: <ul style="list-style-type: none"> • PCEs • HPATs completed by individuals who did not pre-register • Attendance list • Extra kit materials
Prerequisites	*Prior to attending in-person training, all trainees required to complete online e-Learning course and bring certificate of completion to training.
PLEASE NOTE: All HIP Project trainings need to be accessible to individuals with disabilities, including training space, toilet facilities, and interior/exterior routes to the training location that accommodate	

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persons in wheelchairs.