

ARTAS

CDC- SUPPORTED HIGH IMPACT PREVENTION (HIP) TRAININGS Training Event Coordination: Specifications and Roles & Responsibilities Anti-Retroviral Treatment and Access to Services (ARTAS)

Overview of Responsibilities

Role	Responsibility
DLH	Coordinate training logistics. Post training to CDC's Training Events Calendar (TEC) site and the HIP Training Calendar on the effective interventions site. 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 DLH.
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 DLH, immediately after completion of training.

Start/End Times

- Day 1: 8:30 a.m. – 5:00 p.m.
- Day 2: 9:00 a.m. – 5:00 p.m.

Number of Training Days

- 2 days

Training Coordination

Responsible Party: DLH

For CBA-taught ARTAS trainings, DLH 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 ARTAS Lead. DLH requires a minimum of 6-8 weeks in advance of a training date to effectively coordinate training logistics.

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Kit Details

Responsible Party: DLH

- Participant Manual
- Additional Handouts

Where/When to Send Training Materials

Responsible Party: DLH

DLH sends implementation kits, materials, supplies (as noted in Materials Checklist) to training site at least 2 days prior to training start date.

Room Set-up Preferences

Responsible Party: Host Agency

One large training room (for 2 days)

- 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, and registration table
- Theater-style seating in the back of the room for observers

A/V Needs and Supplies

Responsible Party: Host Agency

- Laptop (all days)
- LCD projector and screen or equivalent (all days)
- 2 easels with adhesive newsprint (all days)
- Markers

Access to Training Room

Responsible Party: Host Agency

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
- 2 observers

Only those funded to implement (see participant requirements on the [Effective Interventions](#) website).

Kits, Materials, Supplies

Responsible Party: DLH

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- Kit for each participant
- Participant folders (containing, at minimum, Intervention/Strategy Fact Sheet, agenda, PCE)
- Observer folders, as needed (containing, at minimum, Intervention/Strategy Fact Sheet, Observer Guidelines/Groundrules)
- Trainers' folder (containing certificates, table tents, name tags, attendance list, Awarded Certificate List for trainers to complete, blank HPATs, memo on PCEs and HPATs, FedEx slip with DLH's address for returning materials & envelope)

See *Materials Checklist* for full listing of supplies and materials.

CBA Trainers' Responsibilities

- Participate in conference calls with DLH and host site prior to training
- Bring:
 - TOF curriculum manual
 - Electronic copy of PowerPoint slides and video, as applicable
 - Trainer's copy of the Participant Manual and handouts
 - Other items as listed in Materials Checklist
- 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 or at least 1 hour before training when possible
- Distribute manuals and training materials
- Have participants fill in sign in/attendance sheet & complete PCEs
- Immediately after completion of training, return to DLH using the pre-addressed FedEx slip:
 - PCEs
 - HPATs completed by individuals who did not pre-register
 - Attendance list
 - Awarded Certificate List (completed by trainers)
 - 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.

Accessibility

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 persons in wheelchairs.