



Guidelines for hosting a Health Department-taught training

After an assigned Health Department (HD) trainer (usually, a HD staff person or consultant) successfully completes a *d-up!* TOT, they are eligible to facilitate their own trainings, also called Trainings of Facilitators (TOFs). CDC recommends that HD staff co-train their first training with the help of a CDC-funded Capacity Building Assistance (CBA) provider trainer and receive mentoring from a CBA trainer at the second training, with the CBA trainer only training during this second training if needed or requested. In some cases, HD trainers may choose to continue relying on CBA support, even after their second training. HDs and CBAs should consider establishing a formal memorandum of understanding (MOU) that outlines the details of such an arrangement. Dates and locations for all co-taught trainings are decided by the health departments and CBAs.

These trainings are fully coordinated by the health department. Once a HD training is confirmed, the HD contacts AED to inform them about the training. AED sends an email to the HD contact with a kit request form and participant data template. AED is responsible for sending only the implementation materials and collecting the participant data following the training.

- **For state health departments that successfully participated in the *d-up!* TOT and are requesting CBA coaching for their trainings:**

HDs will make their request via CRIS (at <http://wwwn.cdc.gov/cris/>) for the specific CBA coaching. CDC/CRIS, in coordination with the *d-up!* Technical Monitor, will identify a qualified local CBA master trainer to provide monitoring/coaching for the HD trainers.

- HDs should provide a list of trained participants to AED after the training.
- HDs should provide the completed Participant Satisfaction Questionnaires (PSQs) to AED after the training.

- **For state health departments that successfully participated in the *d-up!* TOT and are requesting materials from AED:**

HD staff that have successfully completed a *d-up!* TOT are eligible to facilitate their own *d-up!* training. It is the HD's responsibility to schedule and coordinate the TOF, including marketing, registration, and training venue. AED will provide one *d-up!* kit per participant. **The HD will be responsible for returning the extra kits to AED, as well as the participant list and completed PSQs.** Please see the listing on the next page of what AED will provide and what the HD must provide.

AED will provide (In hard copy):

- Implementation Manual
- Facilitator's Manual
- Participant's Workbook
- These items, plus additional materials, are also provided electronically in a jewel kit with CD ROM.

HD Trainers will need to reproduce:

- Required (AED will provide PDF)
 - Facilitator's knowledge test (1 pre- and 1 post-test for each TOF participant)
 - Facilitator Practice Assignment Form (2 per TOF)
 - Facilitator Practice Observation Forms (4 per TOF participant)
 - Participant Satisfaction Questionnaire
- Optional (AED can provide PDF)
 - Certificate of Attendance
 - DEBI Project and *d-up!* Fact Sheets

HD Trainers Will Need to Purchase and/or Develop:

- Letters of invitations*
- Registration forms* (should collect required info for AED's participant data template)
- Participant list
- Sign-in sheets (should collect required info for AED's participant data template)
- Name tags, table tents
- Intervention or TOF specific supplies, such as but not limited to:
 - Laptop, LCD, screen, TV/DVD player
 - Color index cards, post-its, newsprint
 - Cultural enhancer room decorations

**AED can provide samples*