nchp

National Community Health Partners

Building the expertise of the nation's HIV workforce

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NATIONAL COMMUNITY HEALTH PARTNERS

NCHP's Capacity Building Assistance program, guided by High-Impact HIV/AIDS Prevention and the National HIV/AIDS Strategy, is designed to assist community-based organizations evaluate their HIV/AIDS programs and services to ensure the best quality services for populations most affected.

NCHP is currently funded under the CDC's PS14-1403 Capacity Building for High-Impact HIV Prevention training and technical assistance cooperative agreement. NCHP's program supports community-based agencies' implementation and evaluation of HIV-prevention services, including **evidence-based interventions** and **public health strategies**. NCHP primarily focuses on: building **organizational infrastructure** (organization development and management); **prevention with positives**, and **prevention with high-risk negatives**.

NCHP's CBA program is funded by the CDC to provide training and technical assistance to community-based organizations (CBOs) serving racial/ethnic minority populations at risk for HIV/AIDS in all 50 states, the District of Columbia and 8 U.S. territories.

Goals of NCHP's CBA Services:

1. Improve the capacity of CBOs by preparing, strengthening and sustaining organizational infrastructures that support delivery of high-impact HIV prevention services, and the provision of effective behavioral interventions and public health strategies.

2. Increase the capacity of organizational workforces that emphasize high-risk groups, people of color living with HIV, their partners, individuals of unknown status, racial/ethnic communities that are challenged by disparities in health and the delivery of care and services.

How to Receive CBA Services from NCHP:

Please contact National Community Health Partners at (877) 749-3727 toll-free for technical assistance and to inquire about other aspects of our CBA services.

We encourage the use of our online form to request one of our existing trainings or discuss something new: http://www.nchponline.org/hiv-cba/request-training.html. We are constantly developing new trainings or updating and adapting existing trainings to better serve our clients and increase the reach and effectiveness.

Of course, we can also begin a dialog about our trainings and technical assistance via email at info@nchponline.org.

FISCAL MANAGEMENT AND ACCOUNTING (TA)

Intended for administrative and accounting personnel.

This training will develop participants' skills in basic accounting and budget implementation. By the end of the technical assistance participants will be able to:

- Describe the financial management of an organization
- Manage grants, circulars and Generally Accepted Accounting Principles (GAAP)
- Determine when to use a cash-based or accrual-based system
- Identify the elements of an accounting system
- Differentiate between direct and indirect costs

GRANT WRITING (TR/TA)

Writing a successful grant application requires time and skill. This training will introduce strategies for organizational survival, vetting potential funding opportunities, components of proposals, information on best practices, provide tips and address frequent pitfalls, and activities aiming at enhancing skills on particular aspects of grant writing. By the end of the training participants will be able to:

- Understand and identify the basic structure and key elements of a grant proposal
- Develop a plan for conceptualizing, writing, reviewing, and evaluating your grant application
- Learn how to develop and write SMART goals and objectives
- Develop an appropriate budget narrative and justification
- Discuss strategies for effective grant writing process

HUMAN RESOURCES (TA)

This training will assist an organization in implementing human resources requirements effectively, taking into account local, state and federal laws and regulations. At the conclusion of this technical assistance participants will be able to:

- Maintain an awareness of local, state, and federal labor laws
- Describe recruitment, selection, and retention, including training and staff development
- Implement employee record-keeping and maintain confidentiality

LEADERSHIP DEVELOPMENT (TR)

Leadership is defined as the knowledge, attitudes and behaviors used to influence people in order to achieve a desired outcome. This training teaches participants how to recognize the areas and skills where one person can lead others and take charge; and, to recognize the areas and skills where one person needs development and/or coaching and make a plan to improve oneself. At the end of this training participants will be able to:
- Learn when to use different leadership strategies
- Understand the importance of motivation and team building
- Identify communication methods to improve leadership skills, to diffuse conflict, and for decision-making
- Develop individual leadership plans

LOGIC MODEL DEVELOPMENT (TR/TA)

This training provides a blueprint to simulate the basic process and principles of logic model development. At the conclusion of this training participants will be able to:
- Identify the components and categories of a standard logic model
- Delineate the process of structuring and developing a logic model
- Explain the difference between program, intervention, and evaluation logic models
- Produce a logic model from beginning to end

PERSONNEL POLICIES AND PROCEDURES (TA)

Personnel policies and procedures constitute a vital component of organizational management. At the conclusion of this technical assistance participants will be able to:
- Describe the purpose and importance of record keeping
- Understand the processes of hiring, firing, and arbitration
- Explain the difference between at-will and non-at-will employment
- Execute performance evaluations as a personnel management tool
- Develop an appeals procedure

PROGRAM DEVELOPMENT (TR)

This training provides an overview of the program development process, which includes elements such as community needs assessment, logic model development, recruitment and retention, program marketing, and project evaluation. At the conclusion of this training participants will be able to:
- Delineate the steps involved in program development
- Explain the process of identifying potential funding sources
- Formulate goals, objectives, and an action plan
- Illustrate the relevance of conducting project evaluations

Organizational Development and Management

PROGRAM MARKETING (TR/TA)

Promote your organization to the community at-large with a compelling marketing plan! After receiving the training participants will be able to:

- Recognize the importance of marketing programs and services in an effective manner to potential funders, clients, and key stakeholders
- Identify and develop unique methods to position and protect an organization's brand
- Develop and execute a marketing action plan
- Monitor and evaluate marketing efforts

PUBLIC RELATIONS (TA)

This training teaches participants how to promote a positive image of an organization's goals, programs and services, and how to maximize its impact in a cost-effective manner. After receiving the technical assistance participants will be able to:

- Define public relations terminology
- Understand the impact public relations has on increasing awareness of your organization
- Identify target audiences
- Describe various methods of engaging the community
- Develop and execute a compelling public relations campaign

QUALITY MANAGEMENT (TA)

This training provides an overview of the quality management process and tools to assist organizations in planning and attaining quality standards. At the end of the technical assistance participants will be able to:

- Describe the basics of quality management
- Design a plan for continuous improvement in performance and cost-effectiveness
- Measure performance with project evaluation and quality management tools and activities
- Use trend analysis to address staff performance
- Develop a quality management process and report

STRATEGIC PLANNING (TR/TA)

This training focuses on developing a strategic plan to address the specific needs of an organization. At the end of the training participants will be able to:

- Recognize the purpose and importance of strategic planning
- Explain the framework of a strategic plan
- Identify who should be included in the development of the strategic plan
- Formulate the organization's mission statement, vision, and value statements
- Develop written goals and strategies

ANTI-RETROVIRAL TREATMENT AND ACCESS TO SERVICES / ARTAS (TR/TA)

ARTAS is an individual-level, multisession, time limited intervention with the goal of linking recently diagnosed persons with HIV to medical care soon after receiving their positive test result. At the end of the training participants will be able to:

- Summarize the ARTAS approach
- Summarize the key components of the client sessions
- Demonstrate skills necessary to complete the client sessions such as conducting a strengths assessment, creating a client session plan using SMART objectives, preparing a client for transition—regardless if they are linked to care or not—and debriefing after a medical appointment

ADAPTING EVIDENCE-BASED INTERVENTIONS - PWP/PWN (TR/TA)

By adapting evidence-based interventions, an organization can meet the specific needs of its target population(s) using the framework of a scientifically rigorous approach. At the end of the training participants will be able to:

- Describe the historical development of evidence-based interventions
- Articulate an understanding of terminology such as core elements, fidelity, and internal logic
- Explain the theories and principles of adaptation and behavior modification
- Identify the five stages of the adaptation process
- Select, adapt, and implement an intervention

COMMUNITY NEEDS ASSESSMENT DEVELOPMENT - PWP/PWN (TR/TA)

Community needs assessment is a process of gathering, analyzing and reporting information about the needs of a community and the capacities or strengths that are currently available to meet those needs. At the end of the training participants will be able to:

- Define "community needs assessment" and describe its major components
- Outline the steps involved in conducting a community needs assessment
- Determine appropriate data collection procedures to address community needs
- Prepare and conduct a needs assessment

FACILITACIÓN DE GRUPOS (TR)

Este entrenamiento está diseñado para enseñar a los participantes las habilidades necesarias para facilitar grupos de forma efectiva y para proveerles la oportunidad de practicar estas habilidades. Al final del entrenamiento, los participantes serán capaces de:

- Reconocer las características básicas y el papel de facilitador/a
- Explicar los estilos en facilitación
- Identificar el papel que las dinámicas grupales juegan en el proceso de facilitación
- Utilizar modelos teóricos para fomentar las habilidades de facilitación

GROUP FACILITATION - PWP/PWN (TR)

This training is designed to teach participants the essential skills necessary to effectively facilitate groups and to provide an opportunity to practice those skills and techniques in a group setting. At the end of the training participants will be able to:

- Recognize the basic characteristics and role of a facilitator
- Explain how facilitation styles can influence the delivery of HIV prevention education
- Identify the role group dynamics play within the scope of the facilitation process
- Utilize theoretical models to foster facilitation skills

HEALTHY BOUNDARIES - PWP/PWN (TR)

This training discusses the importance of maintaining professional boundaries in all peer/client and provider interactions. At the conclusion of this course, participants will be able to:

- Distinguish between problematic and non-problematic boundary issues
- Develop and institute policies and procedures that establish clear, ethical boundaries
- Assess the importance of boundaries as they relate to healthy professional relationship
- Identify the importance of establishing, maintaining and reinforcing healthy boundaries
- Know the difference between physical, mental and emotional boundaries
- Identify signs of unhealthy boundaries

OUTREACH, RECRUITMENT AND RETENTION - PWP/PWN (TR)

The Recruitment and Retention training provides key techniques for conducting outreach. After receiving this training participants will be able to:

- Define and distinguish the difference between outreach, recruitment, and retention
- Describe effective techniques for conducting formal and informal outreach
- Use strategies for effectively accessing hard-to-reach, at-risk populations for the purpose of enrolling them into prevention programs
- Explain the role and value of peer-driven recruitment
- Develop an effective retention plan to minimize client attrition
- Maintain interest and participation
- Ensure compliance with HIV prevention/care services
- Negotiate retention strategies appropriate for the target population being served

OVERCOMING COMMUNCATION BARRIERS - PWP/PWN (TR)

This training focuses on the basic attitudes and behavioral skills that establish an effective foundation central to interacting with other individuals and maintaining positive relationships. It encompasses the characteristics of effective communication, personality traits and interactions styles and how they influence engagement. After receiving this training participants will be able to:

- Utilize the characteristics of proactive communication
- Demonstrate how a client-centered approach accelerates self-awareness and establishes rapport and cooperation
- Recognize how cultural dynamics can influence effective communication
- Translate evidence-based foundations into strategies to overcome communication barriers

PROGRAM EVALUATION - PWP/PWN (TR/TA)

Evaluation is the systematic application of scientific methods to assess the quality, cost-effectiveness, and importance of a project. After receiving this training participants will be able to:

- Understand the purpose and importance of program evaluation
- Differentiate between various types of evaluations
- Summarize the steps and standards for executing an effective evaluation
- Recognize practical issues related to conducting program evaluation

CULTURAL COMPETENCY: WORKING WITH PEOPLE WHO INJECT DRUGS (PWIDs)
PWP/PWN (TR)

This training takes a closer look at the unique and sometimes complex HIV/AIDS prevention needs of individuals who inject drugs. Additionally, we will look at what providers can do to help reduce stigma around injection drug use, in an effort to engage this population in a culturally sensitive manner. By the end of this training participants will be able to:

- Describe the role of cultural competence plays in reaching people who inject drugs with HIV/AIDS prevention messages and interventions
- Respond to the changing prevention needs of persons who inject drugs
- Describe HIV/AIDS acquisition and/or transmission risk reduction strategies for persons who inject drugs

CULTURAL COMPETENCY: WORKING WITH BEHAVIORALLY BISEXUAL POPULATIONS
PWP/PWN (TR)

This training focuses on behaviorally bisexual populations that have not disclosed or whose sexual self-identity, regardless of behavioral indications, does not align with terms such as bisexual, gay, lesbian, or MSM. The training advocates a non-labeling approach and includes strategies for overcoming cultural, psychosocial, structural, and environmental barriers. At the conclusion of this training participants will be able to:

- Identify the unique characteristics and cultural dynamics of the non-disclosed population that contribute to HIV risk(s)
- Gauge science-based techniques and methods that complement the population's experiences and behaviors
- Convey an appreciation for the actual and perceived stigmas, discrimination, and associated stressors experienced by members of the non-disclosed population
- Utilize theoretical models to challenge culture-based risk determinants

CULTURAL COMPETENCY: WORKING WITH TRANSGENDER POPULATIONS
PWP/PWN (TR)

Transgender persons are some of the most misunderstood and marginalized individuals, even within the LGBT community. Working with the transgender population requires skill and sensitivity to their unique physical, emotional, and sexual health needs. At the conclusion of this training participants will be able to:

- Differentiate between various trans identities
- Explain the continuum of sex, gender, and sexual orientation
- Identify the financial, emotional, and sexual health challenges that impact HIV risk among transgender individuals
- Demonstrate humility and competency in communicating and working with trans-persons

CULTURAL COMPETENCY: FAITH BASED LEADERSHIP AND HIV - PWP/PWN (TR)

This training demonstrates how faith, religion, and community stakeholders can collaborate to effectively address HIV/AIDS prevention. After receiving the training participants will be able to:

- Identify the resources available in faith-based communities and the importance of community collaboration
- Assist faith leaders in dispelling myths associated with HIV/AIDS
- Develop holistic methods for HIV/AIDS-related treatment and services
- Nurture leadership skills to support individuals in motivating and empowering communities

MEDICAL ADHERENCE – PWP (TR)

Adherence to medical recommendations has been defined as the extent to which a person's behavior coincides with medical or health advice, such as taking medication regularly, returning to a doctor's office for follow-up appointments, and observing preventive and healthful lifestyle changes. Despite the positive health benefits that adherence engenders, many patients fail to adhere or comply to medical advice for a variety of reasons. This training will look at causes for non-adherence and will explore strategies for supporting clients and increasing their likelihood of adhering to HIV treatment. After receiving the training participants will be able to:

- Define antiretroviral therapy (ART) and how it interrupts the continual replication of HIV
- Understand the significance of adherence in correlation to HIV disease management
- Illustrate the determinants, both internal and external, that may affect medical adherence
- Apply the health belief model and effective ways of evaluating medication adherence

MOTIVATIONAL INTERVIEWING: PREVENTION WITH POSITIVE EMPHASIS – PWP (TR)

For antiretroviral therapy (ART) to exhibit optimal success, clients must maintain a high level of adherence, including changes in lifestyle to accommodate medication-taking schedules and other requirements. However, not all persons on ART take their medications exactly as prescribed. Motivational interviewing is a client-centered approach for enhancing motivation to maintain healthy behaviors, introduce harm reduction activities and/or encourage a change in behavior. This training will teach providers:

- How to build confidence, reduce ambivalence and increase motivation for adherence to the prescribed medication regimen by utilizing motivational interviewing as a strategy for medical adherence
- How to identify the key concepts of motivational interviewing
- Understand how motivational interviewing ties into HIV positive individuals and medication adherence
- Assess readiness and/or resistance to change (specifically medication adherence) and how to apply motivational interviewing to facilitate "change talk" among the target population
- Understand the relevance and importance of a change plan as well as how to apply those plans to individual progression

PEER SUPPORT SERVICES – PWP (TR/TA)

Peer Support Specialists are people who use their lived experiences to assist others in moving forward to achieve their goals. This comprehensive training delivers a foundation of peer support intervention skills and ethical practices. This training provides an atmosphere that is conducive to learning core philosophies, helper attitudes, concepts and skills related to peer support. At the end of the training participants will be able to:
- Understand the importance of utilizing peers in HIV/AIDS treatment adherence
- Identify who would be appropriate to work as a peer
- Identify critical aspects of the peer - client relationship

PrEP NAVIGATION – PWN (TR/TA)

Navigating the process of qualifying, acquiring, and paying for PrEP can be a daunting task. This training prepares organizations to help clients understand and traverse the system while provide strategies to reduce barriers and increase access.   At the end of the training participants will be able to:
- Describe PrEP Navigation
- Identify strategies to reduce barriers to prevention and care
- Describe strategies to improve access
- Develop "client specific" plans to ensure to care and proper discontinuance

SOCIAL MEDIA FOR COMMUNITY ENGAGEMENT – PWP/PWN (TR/TA)

Social Media can be part of a rewarding and interactive social experience. It creates limitless opportunities to access information, and share opinions and ideas with a broad group of individuals. By the end of this training participants will be able to:
- Identify how to use Social Media for outreach, recruitment, and retention
- Identify the benefits and challenges of using Social Media for community engagement
- Assess readiness and plan an effective social media strategy
- Implement appropriate Social Media policies and procedures

STIGMA IN THE COMMUNITY – PWP (TR)

HIV/AIDS-related stigma and discrimination refer to prejudice, negative attitudes, abuse and maltreatment directed at people living with HIV/AIDS as well as their loved ones, associates, social groups and communities. Organizations serving HIV positive clients face important questions regarding stigma and overall care. This training is designed to increase the capacity of participants to improve the care, quality of life and emotional health of HIV positive clients by offering strategies to cope with stigma. Participants will learn how to:
- Understand the meaning of stigma, discrimination and related concepts
- Identify the various ways in which clients experience stigma
- Explore key sources of pre-existing stigma and discrimination
- Identify consequences of stigma on a client's willingness and ability to access services
- Identify ways to address stigma at individual and agency levels

CULTURAL COMPETENCY: WORKING WITH HIV POSITIVE PERSONS – PWP (TR)

For HIV prevention and treatment to be effective, the unique needs and life contexts of those who are marginalized because of race, ethnicity, socioeconomic status, sexual orientation, age, or gender must be sensitively addressed. Cultural competence must be demonstrated by program staff, as well as those delivering prevention care services and treatment programs to HIV positive clients. This training will provide strategies to participants, increasing their ability to provide more culturally competent services to HIV positive clients. After completion of this training participants will be able to:

- Provide information on how to erase any preconceived ideology of HIV positive persons that can be detrimental to providing effective care
- Increase awareness regarding the knowledge, attitudes and skills necessary to care for people living with HIV/AIDS
- Practice culturally competent behaviors that are both mutually accepting and affirming
- Increase their understanding of the relationships between cultural competency and health
- Identify resources for developing skills to better provide services for the HIV positive populations

Prevention with Positives / Prevention with Negatives

About NCHP E-Learning

National Community Health Partners offers the following e-learning courses to help community-based organizations implement High-Impact Prevention practices, work with at-risk populations and help clients or patients achieve their goals in an ultimate effort to reduce the prevalence of HIV/AIDS in their communities, the country and the world.

ASSET MAPPING FUNDAMENTALS
This brief module provides an overview of Asset Mapping or Community Asset Mapping, a description, the basic process and the advantages; as well as a quick example and links to Asset Mapping resources. At the end of the e-learning module participants will:
- Understand the concept, advantages and basic process of building an asset map

BIOMEDICAL STRATEGIES FOR HIV PREVENTION
This module covers biomedical strategies in use and under investigation for primary prevention of HIV. At the end of this training participants will be able to:
- Identify current biomedical strategies in use for primary prevention of HIV transmission
- Identify some combinations strategies for HIV transmission with a biomedical component
- Identify biomedical strategies currently under investigation for prevention of HIV transmission

CONDOM DISTRIBUTION PRIMER
The Condom Distribution Primer is a brief module covering the essential elements of a CD program and brief examples of some successful CD programs. At the end of this module participants will be able to:
- Describe the advantages of condom distribution programs
- Describe the basic elements of a condom distribution program
- Understand condom distribution program design
- Identify example condom distribution programs

CULTURAL COMPETENCY FOR THE TRANSGENDER POPULATION
This module covers topics of cultural competency for the transgender population, including concepts and definitions, HIV risk root causes and impact, and trans-affirming strategies and best practices. At the end of this module participants will be able to:
- Understand definitions and concepts common to Trans culture
- Identify the root causes and impact of HIV in the transgender community
- Apply trans-affirming strategies in communication
- Identify best practices of culturally-competent communication

HEALTHY BOUNDARIES
This module is intended to help new staff make the transition from consumer to staff by providing guidance in establishing and maintaining professional boundaries for the new role. At the end of the module participants will be able to:
- Identify the importance of establishing, maintaining and reinforcing healthy boundaries with peers and clients
- Know the difference between Physical, Mental and Emotional boundaries
- Identify signs of unhealthy boundaries

HIGH-IMPACT PREVENTION

Our High-Impact Prevention presentation covers the document created by the CDC outlining the principles of High-Impact HIV Prevention. At the end of the module participants will be able to:

- Identify the principles and importance of High-Impact Prevention

HIV 101

This module covers basic topics of HIV including history, facts and myths, stigma, transmission and prevention, replication and treatment, testing, STDs and finally the National HIV AIDS Strategy and High-Impact Prevention. This training is a good foundation for anyone new to the field of HIV. At the end of the module participants will be able to:

- Distinguish facts from representations and myths regarding transmission and prevention
- Understand stigma and discrimination concerning people with HIV/AIDS
- Increase awareness of effective prevention and intervention programs
- Promote relevance of safer engagement for people living with HIV
- Reinforce safer prevention messages, attitudes and behaviors

LOGIC MODELS

This training describes the structure & organization of Logic Models and promotes an understanding of how to plan, develop and create a logic model, as a tool or guide to an intervention/program. This course has three parts, a pre and post assessment, and certificate request. At the end of the module participants will be able to:

- Describe the structure & organization of logic models
- Understand how to plan, develop and create a logic model, as a tool or guide to an intervention program
- Identify the core elements of a logic model, and how each step is progressive as well as inter-related
- Generate an integrated logic model step-by-step

MEDICAL ADHERENCE

This module covers the basics of HIV transmission and biomedical strategies of prevention, medication adherence, the factors that affect adherence, the Health Belief model, patient assessment, some MA strategies and best practices, and measuring adherence. At the end of the module participants will be able to:

- Understand biomedical treatment and prevention strategies involving antiretroviral medication
- Identify determinants or factors that affect adherence
- Define the Health Belief Model
- Understand adherence strategies and basic motivational interviewing techniques
- Understand the importance and practice of measuring adherence

MOTIVATIONAL INTERVIEWING FOR PEOPLE LIVING WITH HIV

The Motivational Interviewing (MI) module covers the features of an MI approach to counseling, compares MI to other approaches, describes the MI view of the Behavior Change process, lists the core elements of MI, and conveys the key role of a type of active listening called OARS. At the end of the module participants will be able to:

- Express the main features of a MI approach to counseling
- Briefly convey how motivational interviewing compares to other approaches to counseling individuals with HIV
- Briefly describe how MI incorporates an overall view of the behavior change process
- List the core principles of MI and why each is important
- Convey the key role of reflective listening in the MI approach

OVERCOMING COMMUNICATION BARRIERS

This training will introduce the basics of communication, the cause of communication barriers and how to overcome them—especially as it pertains to an organization fighting HIV, and the importance of health literacy. At the end of the module participants will be able to:

- Define communication
- Identify barriers to effective communication and strategies to over communication barriers
- Understand what best practices to use when communicating at work
- Address the issue of health literacy

PEER SUPPORT

This training is meant to serve as the basis from which organizations can begin to put together a Peer Support program. At the end of the module participants will be able to:

- Understand the importance of utilizing peers in HIV/AIDS adherence
- Identify who would be appropriate to work as a peer
- Identify critical aspects of the peer-client relationship

SOCIAL MEDIA 101

This module is an introduction to social media and its use by an HIV outreach and/or care organization. It will define some terminology, outline the basic use and structure of social media by an organization, and give examples of social media programs. At the end of this module participants will be able to:

- Define social media
- Understand why we should use social media to reach the target population
- Discuss the basics of using social media

INTRODUCTION TO STRATEGIC PLANNING

This brief presentation provides the background information for understanding the steps in a Strategic Planning session. At the end of the module participants will be able to:

- Explain the importance of a strategic plan
- Define the key components of strategic planning
- Explain the structure and steps of strategic planning
- Explain a SWOT assessment, strategies, goals, and objectives of a strategic plan

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