



Bureau of HIV Prevention & Control

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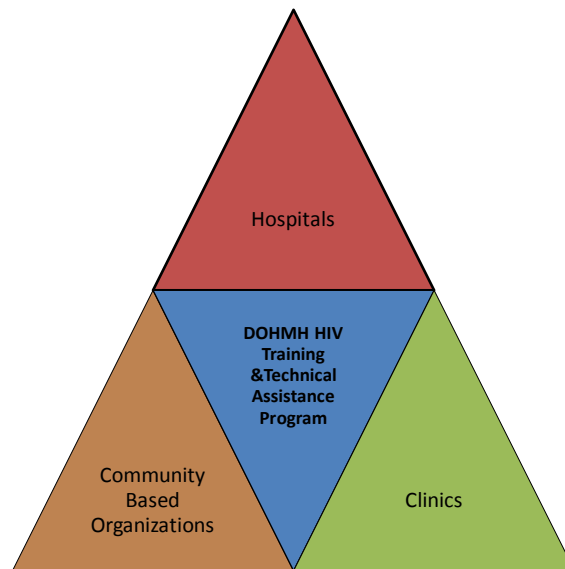
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**TRAINING AND TECHNICAL ASSISTANCE  
PROGRAM  
NOVEMBER – DECEMBER 2011  
TRAINING CATALOG**

FOR HEALTH AND HUMAN SERVICE PROVIDERS

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Providing comprehensive training and technical assistance  
to NYC service providers in their HIV-related work

*The City of New York  
Department of Health & Mental Hygiene  
Thomas Farley, MD, MPH, Health Commissioner  
Michael R. Bloomberg, Mayor*

*Providing Education & Training Since 1988*

## THE HIV TRAINING AND TECHNICAL ASSISTANCE PROGRAM (T- TAP)

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## **THE HIV TRAINING AND TECHNICAL ASSISTANCE PROGRAM (T- TAP)**

NYC Department of Health & Mental Hygiene  
Bureau of HIV/AIDS Prevention & Control

### **About us**

Since 1988, the Bureau of HIV Prevention & Control's Training and Technical Assistance Program (T-TAP, formerly the HIV Training Institute), has conducted professional training for the clinical and non-clinical staff of hospitals, clinics and community-based organizations (CBOs) that provide HIV testing, prevention, and care services. Through education and training of providers T-TAP strives to decrease the transmission of HIV and to improve care for those persons living with HIV.

### **Our mission**

The T-TAP mission is to provide comprehensive training and technical assistance to support NYC service providers in their HIV-related work. We fulfill our mission through the dissemination and development of outcome based curricula, skills transfer, and organizational capacity development.

### **New Location**

In May 2011, T-TAP relocated to Gotham Center, a newly constructed building in the flourishing area of Long Island City. This new location is furnished with state of the art training facilities and is conveniently located right outside of Manhattan. It is easy to reach by subway, train, car and bus.

## HIV PREVENTION CORE TRAINING PROGRAM

This program is designed to support staff that work in HIV/STD prevention, treatment and care service organizations. The program includes eight (8) courses that provide a necessary foundation for staff who work with HIV positive and/or high risk HIV negative individuals in need of HIV/STD prevention, treatment and care services.

### Eligibility

Course enrollment priority is given to staff that provide the following services:

- HIV/STD testing, diagnosis and care
- HIV/STD prevention education and counseling
- Educational and supportive individual, group and community level interventions (including DEBIs)
- Case management and referral services
- Outreach

***\*\*\* Please note that each course has its own criteria for enrollment. Read the section on “Who should attend?” each training carefully to determine if you are eligible. \*\*\****

## **HIV PREVENTION CORE TRAINING PROGRAM *AT- A- GLANCE***

### **HIV 101: UNDERSTANDING HIV/AIDS INFECTION, DIAGNOSIS & TREATMENT**

This one-day interactive training is ideal for new staff that require a stronger foundation in HIV/AIDS information. It also serves as a refresher for staff that require an update.

### **FUNDAMENTALS OF HIV PREVENTION COUNSELING**

This three-day interactive training prepares participants to apply the Centers for Disease Control and Prevention's (CDC) six-step, individual-level HIV prevention intervention and risk reduction counseling model with their clients.

### **FEMALE CONDOM (FC2) TRAIN- THE- TRAINER (TOT) TRAINING (Condom Distribution Unit)**

This training is designed for staff of any agency/clinic involved in the distribution of the FC2 condoms (sometimes called, female condom). Attendees learn about the FC2 condom, including proper use and storage, as well as the requirements for participation in the New York City DOHMH FC2 Condom Education and Distribution Program.

### **HIV TESTING MODULES I & II (HIV Testing Unit)**

Module I will review the policies, recommendations and technical issues related to HIV testing in New York State. Module II focuses on HIV rapid testing technologies, including specifications for storage and running rapid tests, safety precautions and proper handling of specimens, how to accurately interpret test results, proper disposal of used test kits and other quality assurance measures.

### **GROUP FACILITATION**

This two-day training is an interactive, skills building workshop focusing on the acquisition and application of interpersonal group dynamics and group leadership skills.

**HIV 101**  
**UNDERSTANDING HIV/AIDS INFECTION, DIAGNOSIS**  
**AND TREATMENT APPROACHES**  
*One-Day Training*

**Logistics:**

**Time:** 9:00am – 5:00pm

**Location:** 42- 09 28<sup>th</sup> Street, Floor 21, Long Island City, NY 11101

**Dates:** November 4, 2011                      December 15, 2011

**Who Should Attend?**

- HIV service providers who are new to the field of HIV/AIDS or those who require a refresher.
- No prerequisite courses required to attend.

**Goal:**

To provide basic information about HIV/AIDS that enables staff to effectively transfer knowledge to others during counseling sessions or as part of community education programs.

**Objectives:**

By the end of this training, participants will be able to:

- Obtain updated information about the incidence and prevalence of HIV/AIDS in NYC;
- Describe the impact of HIV infection on the immune system over time;
- Define levels of exposure, modes of transmission and risk reduction;
- Describe the basic stages of HIV disease including seroconversion, acute infection and progression to AIDS;
- Understand HIV antibody and viral load testing;
- Define the criteria for AIDS diagnoses;
- Understand treatment approaches to reduce viral replication;
- Practice the delivery of information to clients.

**FUNDAMENTALS OF HIV PREVENTION COUNSELING**  
*An Individual Level HIV Prevention Intervention*  
*Three-Day Training*

**Logistics:**

**Time:** 9:00am- 5:00pm

**Location:** 42- 09 28<sup>th</sup> Street, Floor 21, Long Island City, NY 11101

**Dates:** November 1- 3, 2011

December 6- 8, 2011

**Who Should Attend?**

- Participants should include HIV service provider staff that offer individual-level HIV prevention and risk reduction counseling services.
- Participants should be conducting or planning to conduct one-on-one counseling sessions at their agencies.
- HIV 101 is a required prerequisite for this course.

**Goal:**

This 3-day training assists providers in implementation and integration in the Centers for Disease Control and Prevention's 6-step HIV prevention and risk reduction counseling model into their agency programs.

**Objectives:**

By the end of the training, participants will be able to:

- Improve client self-perception of risk;
- Support appropriate behavior change initiated by clients;
- Negotiate a risk reduction plan;
- Develop essential communication and basic counseling skills;
- Understand how to ensure that clients are linked to medical and health services, including substance use and mental health care;
- Understand how to incorporate testing into HIV prevention and give test results.

**HIV TESTING**  
**MODULE ONE (Morning)**  
*Half-Day Training*

**Logistics:**

**Time:** 9:00pm- 12:00pm

**Location:** 42- 09 28<sup>th</sup> Street, Floor 21; Long Island City, NY 11101

**Dates:** November 18, 2011  
December 16, 2011

**Who Should Attend?**

- HIV service providers involved in the provision of HIV testing and linkage to care within the community and/or medical setting.
- Staff that need to be updated on HIV testing policies, recommendations and testing technologies.

**Goal:**

This half-day training will review the policies, recommendations and technical issues related to HIV testing in New York State.

**Objectives:**

By the end of module one, participants will be able to:

- Discuss the link between awareness of HIV status and the ongoing HIV epidemic;
- Describe the basic requirements of the New York State HIV Testing Laws;
- Differentiate between Conventional/Traditional HIV testing and Rapid/Point-of-care HIV tests;
- Describe the pre- and post-test information and linkage requirements for HIV testing.

***Please Note:*** Participants will receive a certificate of attendance. This training does not substitute for on- site training or the certification of proficiency that can be granted by your agency's laboratory director or your HIV testing supervisor.

**HIV TESTING**  
**MODULE TWO (Afternoon)**  
*Half-Day Training*

**Logistics:**

**Time:** 1:00pm- 5:00pm

**Location:** 42- 09 28<sup>th</sup> Street, Floor 21; Long Island City, NY 11101

**Dates:** November 18, 2011  
December 16, 2011

**Who Should Attend?**

- HIV service providers involved in the provision of HIV testing and linkage to care within a community and/or medical setting.

**Goal:**

Module II provides a demonstration of approved CLIA- waived rapid testing technologies and reviews the necessary quality assurance measures.

**Objectives:**

By the end of module two, participants will:

- Participate in running external controls for current CLIA-waived rapid testing products, including OraQuick Advance, Uni-Gold Recombigen, Clearview STAT-PAK and Clearview COMPLETE;
- Review quality assurance measures including workspace set-up, storage of specimens, temperatures for storage and testing, logging test results and more.

**Please Note:** *Participants will receive a certificate of attendance. This training does not substitute for on-site training or the certification of proficiency that can be granted by your agency's laboratory director or your HIV testing supervisor.*

## **FC2 (FEMALE CONDOM) TRAIN- THE- TRAINER** *Half Day Training*

### **Logistics:**

**Time:** 9:00am – 1:00pm

**Location:** 42- 09 28<sup>th</sup> Street, Floor 21; Long Island City, NY 11101

**Dates:** November 16, 2011  
December 14, 2011

### **Who Should Attend?**

- Clinical and non-clinical service providers that currently distribute or would like to distribute the FC2 (female) condoms to HIV positive clients or those who are at high risk for HIV and other STDs, as well as unintended pregnancy.
- Service providers that address women's health concerns related to HIV/STD and pregnancy prevention.
- Service providers that address health concerns of men who have sex with men, some of whom may be using FC2.
- HIV 101 is a required prerequisite for this course.

### **Goal:**

The goal of this training is to increase knowledge and dispel myths/misinformation about the use of FC2 condoms, and provide information about the NYCDOHMH FC2 Condom Availability Program.

### **Objectives:**

By the end of the training, participants will be able to:

- Demonstrate correct use of the FC2 Condom;
- Address myths/misconceptions about the FC2 Condom;
- Understand proper storage requirements for the FC2 Condom;
- Network with other participants interested in forming collaborative relationships to enhance HIV prevention and related resources for high positive persons and high risk groups.

## GROUP PROCESS & FACILITATION SKILLS

### *Two-Day Training*

#### Logistics:

**Time:** 9:00am – 5:00pm

**Location:** 42- 09 28<sup>th</sup> Street, Floor 21; Long Island City, 11101

**Dates:** November 15- 16, 2011

#### Who Should Attend?

- Participants should be HIV clinical and non-clinical service **providers** who facilitate any type of group level interventions that contribute to the prevention of HIV transmission.
- HIV 101 is a required prerequisite for this course.

#### Goal:

This interactive training is designed to enhance group leaders' facilitation skills to conduct group level intervention sessions that contribute to the prevention of HIV transmission. Interpersonal group dynamics and group leadership skills are emphasized.

#### Objectives:

By the end of the training, participants will:

- Develop group facilitation skills through participation in an interactive group process;
- Make a self-assessment of interpersonal style in group participation and leadership;
- Engage in activities to promote non-judgmental attitudes among group facilitators;
- Review verbal responses and identify ways to respond to nonverbal behaviors.

November

Training	Date(s)
Fundamentals of HIV Prevention Counseling	November 1-3, 2011
HIV 101	November 4, 2011
Group Facilitation	November 15-16, 2011
Female Condom (FC2) TOT	November 16, 2011
HIV Testing (Module 1&2)	November 18 , 2011

December

Training	Date(s)
Fundamentals of HIV Prevention Counseling	December 6-8, 2011
HIV 101	December 15, 2011
Female Condom (FC2) TOT	December 14, 2011
HIV Testing (Module 1 & 2)	December 16, 2011

## Registration & Attendance Policy

### To Register:

Fill out the application form to this training catalogue (Page 15-16). Once completed, send the application to T- TAP via email to [T\\_TAP@health.nyc.gov](mailto:T_TAP@health.nyc.gov) or fax to: (347) 396-7791

### Attendance:

T- TAP works to ensure that your training experience is enjoyable, interactive and relevant to your work. Your participation is important, so we ask that you make every effort to attend if you have registered for a course. Contact us in advance if you have special needs or need assistance with travel directions.

### Lateness:

Please make every effort to arrive on time. Acceptance into a training for late-comers will be at the discretion of the training staff.

### Cancellation Policy:

We understand that circumstances may arise which may prevent you from attending a course for which you are registered. If you must cancel, please provide as much notice as possible. Your advance notice may enable us to register another person in your place. If you are calling after normal business hours (9am-5pm), you may leave a cancellation message on the T- TAP voicemail. You can reach the T- TAP administrative offices via the phone, email or fax listed below:

- Phone: (347) 396-7701
- E-mail address: [T\\_TAP@health.nyc.gov](mailto:T_TAP@health.nyc.gov)
- Fax number: (347) 396-7791

### If a scheduled training must be canceled, T- TAP will make every effort to contact you as far in advance as possible.

T- TAP reserves the right to cancel a training under the following circumstances:

- When weather is so severe as to pose a risk to travelers;
- The NYC transit system is severely affected;
- Class size is too small to ensure an effective training experience;
- Staff resources are diverted during emergencies as mandated by the NYCDOHMH.

### Confirmation Letters:

Once you are registered, you will receive a confirmation letter or email containing the date(s), time(s) and other relevant information.

### Letters and Certificates of Attendance:

Letters of attendance and certificates of completion are provided after successful completion of the training. The criteria for which certificates are awarded vary from training to training.

# T-TAP Application-Getting Started

*Please follow the steps below to successfully register for training.*

STEP 1: Make sure to that you complete [Pages 1 & 2](#) of the application form.

STEP 2: Email, fax or mail the application to T- TAP (see contact information below).

STEP 3: Wait for your confirmation letter and/or email. Applicants are considered registered only when you receive a confirmation letter.

**Please note:** Agencies that plan to register more than one staff person must complete a separate “T-TAP Application Form” for each individual staff person.

*Supervisor approval is required for non-clinical staff to attend all trainings held at the Training and Technical Assistance Program. Supervisory approval is not required for physicians, dentists or other clinicians.*

## Send completed forms by e- mail, fax or mail!



By E- mail: [T\\_TAP@health.nyc.gov](mailto:T_TAP@health.nyc.gov)



By Fax:  
(347) 396-7791



By Mail:  
T- TAP Administrative Staff  
New York City Department of Health and Mental Hygiene  
Bureau of HIV/AIDS Prevention & Control  
Training and Technical Assistance Program  
42-09 28<sup>th</sup> Street, CN#A-1, Floor 22  
Long Island City, NY 11101



NEW YORK CITY DEPARTMENT of HEALTH and MENTAL HYGIENE

## T- TAP Application – Page 1 of 2

*(Please print name on all pages of application)*

<b>Today's Date:</b> _____	
<b>Participant Name (Please print clearly)</b>	
<b>Last:</b> _____	<b>First:</b> _____
<b>Middle Initial:</b> _____	
<b>Last Four Digits of Social Security Number:</b> _____	
<b>My Employer/Address/Phone Has Changed</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Please provide E-Mail Addresses. Check Off The Best E-Mail To Contact You.</b>	
Work E-Mail: _____	Yes    No
Agency E-Mail: _____	Yes    No
Alternate E-Mail: _____	Yes    No
<b>Business Phone:</b> (    ) _____	<b>Fax:</b> (    ) _____
<b>Organization Name:</b> _____	
<b>Employer's Address:</b> _____	
<b>City:</b> _____	<b>State:</b> _____
<b>Zip Code:</b> _____	
<b><u>SUPERVISOR APPROVAL</u></b>	
<b>I approve staff member</b> _____ <b>To attend the training(s) as indicated on page 2 of the T- TAP application.</b>	
<b>Supervisor's Name:</b> _____	<b>Supervisor's E-Mail:</b> _____
<b>Supervisor's Telephone Number:</b> _____	

# T- TAP Application – Page 2 of 2

PARTICIPANT NAME \_\_\_\_\_ LAST (4) DIGITS OF SS# \_\_\_\_\_

<b>CORE TRAINING PROGRAM</b> You may choose up to 4 Core Training form this category. Contact T- TAP supervisory staff if additional training is required.		DATE (1 <sup>st</sup> Choice)	DATE (2 <sup>nd</sup> Choice)
HIV 101	Yes <input type="checkbox"/>		
HIV Testing Module 1 (morning)	Yes <input type="checkbox"/>		
HIV Testing Module 2 (afternoon)	Yes <input type="checkbox"/>		
Fundamentals HIV Prevention Counseling	Yes <input type="checkbox"/>		
FC2 (Female Condom) TOT	Yes <input type="checkbox"/>		
Group Facilitation	Yes <input type="checkbox"/>		

For more Information about HIV Prevention, Treatment and Care Services in New York City, go to: [www.nyc.gov/health/hiv](http://www.nyc.gov/health/hiv)

**The City of New York**  
**DEPARTMENT OF HEALTH AND MENTAL HYGIENE**  
 Thomas Farley, MD, MPH  
 Commissioner

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 nyc.gov/health

Revised: November 16, 2011

