

## ACEs Training Workgroup

## August 19th, 10:00am-12:00pm

*The purpose of the ACEs Training Workgroup is to develop and implement a dynamic training portfolio that is flexible to meet the needs of a variety of audiences. Our goal is to expand the number of community members, professionals, organizations and government officials in Arizona who are knowledgeable and are ready to take action on the following areas:*

* *The ACEs study nationally and in Arizona;*
* *The short-term and long-term impact of trauma along the age continuum from children to adults;*
* *Strategies to build protective factors within individuals and communities as part of primary prevention efforts;*
* *Resiliency and trauma-informed care strategies, skills, and resources to support those who have experienced adversity/trauma.*

**Committed goals:**

* 12/31/19 – Hold one Train the Trainer training

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| Time |  |  |
| 10:00am-10:10am | 1. Introductions
* Name

*Carlian, Veronica, DeAnn, Dr. Gandhi, Lindsey, Erica, Betsy, Marcia, Luana, Gayle, Kelly, Dr. Stamm, LaDon, Sandi, Cindi, Kavita, Angie, Lori, Shayla* Group norms:* Start and end on time
* Members are committed to the purpose statement
* Seek to understand and remain solution oriented
* Stay in the conversation and avoid sidebars
* Be willing to take a risk and share an idea
* Support and participate in a judgment free zone

*Group reviewed the group norms individually.* | Kavita and all |
| 10:10am – 10:30am | 1. Charging for TOT
	1. Recapping discussion with ACEs Executive Committee (Board)

*Kavita shared that she and Sandi recently updated the ACEs Board on the work of the Training Workgroup including plans to hold the first TOT this fall, and questions around charging for the TOT. The Board provided the following guidance to the workgroup:* * *TOT trainers should be paid – the federal government provides guidance on that rate which the Consortium could adopt*
* *Agreed with the workgroup that attendees of the TOT should be charged to participate and attend the TOT training, and that the dollar amount for participants should equate the time/resources/quality of training provided. The Board does not want to offer the TOT at a low price (eg. $60)*
* *The Board provided guidance that further research is needed to understand what the industry standards are for a one day ACE training certification and align what the Consortium charges to that.*
* *The workgroup should provide scholarships to those that cannot afford to attend the TOT*
	1. Revised budget

*Kavita provided the revised budget to the group. New budget includes a line item for ‘other supplies’ and an increased budget for ‘snacks’. Budget needs to include how much we want to pay the TOT trainers.* * 1. Next steps - research needed – volunteers

*Discussion around what are certified trainers getting access to and the need to align the cost to that. Since this is a pilot, we should account for that. Keep in consideration the intent of certified trainers – do they train their own organization and others? DeAnn, Carlian shared that other TOTs have cost $400-4000. Depends on travel cost being included. Larger cost models have included ongoing communication between certifying organization and those that have been trained. Desire to not deter folks from attending this TOT.* ***Next steps:****Marcia & Veronica to research TOT trainings cost.**Kavita to get federal rate for paying TOTs for their time.* | Kavita, Sandi, (Marcia) |
| 10:30am – 11:15am | 1. Logistics
	1. Determine possible date/time for first TOT – *workgroup held on this agenda item as the discussion naturally led to the Expectations of Trainers*
	2. Expectations of Trainers (once trained)

*Cindi and Carlian developed the first draft of the Expectations of Trainers (what do we expect of those being trained as a Certified Trainer?). Carlian walked the group through the first draft of the document which also included a number of questions for the group to consider. Workgroup began to work through the questions.**Discussion:**Do we need to put a number of required trainings on this? Perhaps it’s just a 12 month commitment and then we collect the data on what people are doing in terms of providing trainings ie - how many trainings are occurring within the year?**Should we develop a minimum amount of expected trainings per year? Some rural areas only have so many organizations and hence we need to be mindful of setting a number of trainings to attain vs. a minimum number of trainings to conduct.**We need a database of certified trainers online.**Do we want to develop marketing materials for certified trainers and market available training through the Consortium?**We need to determine for certified trainers - what counts as a training so they know that talking about ACEs over a thanksgiving dinner does not count as having provided training.* *Question – if we move to a certification/recertification process for certified trainers, does the length of a trainer’s certification then dictate when community participants of the trainings need be retrained.**Team agreed that:**- When we do a call to the public to find those that want to become certified trainers, we need to ask if an individual wishes to train as an Independent Consultant and/or if they are limited to just training within their place of employment.**- We want certified trainers to agree to a 12 month commitment, and agree to provide 3 trainings, each with a group size of 3 participants, with a sign-in sheet**- We agreed that there would not be a negative consequence to not meeting that agreement.**- The goal is to have a balance of Independent Consultants and those that are training within their place of employment, as well as represented trainers across the state.**- The Consortium will market the availability of trainers**Workgroup agreed to a proposal to have a smaller sub-workgroup answer the rest of the questions posed by Carlian and Cindi, and begin to answer those questions for the larger workgroup. Sub-workgroup to bring a proposal of agreements/expectations to the next workgroup meeting in September.**Those who volunteered included: Betsy, Gayle, DeAnn, Marcia, Shayla, Kavita****Next steps:****- Kavita/Carlian/Cindi to pull together the subgroup to finalize a proposal for the Trainer’s Agreement* | Kavita and allCindi & Carlian |
| 11:15am – 12:00pm | 1. Sub workgroup time

*The two sub workgroups divided up for separate sub-workgroup meeting time.**Modules Sub-Workgroup (Sandi):**Sandi gave a recap of all the updates done since last meeting**M1 - mostly complete; Sanghoon recommended using the slides put together by Marcia for the AZ ACE Consortium's work with Community Coalitions.  Sandi will touch base with Sanghoon and review slides and slide notes for completion.M2 - Shayla and Luana provided significant updates to M2.  Sandi will remove the data slides and either put them into M1 or incorporate into notes.  The M2 is squarely focused on Trauma, Toxic Stress and Trauma Informed Care.  Shayla working on some additional notes.  Betsy will be reviewing updates and providing feedback.  Sandi will look at some of the structure updates made by Shayla and Luana and incorporate them into M1 and M3 for structure and flow.M3- This is mostly done.  With updated to M2, the TIC section of M3 needs to be shortened to more of a recap/review and Kelly will be adding slides and scripting related to resilience and post-traumatic growth.  Sandi and Kelly to work on updates.**- Access to the slides on the Google Drive have been hit-and-miss for some members of the group.  Sandi will resend the link in 2 ways to (hopefully) remedy the challenges.  Sandi will give access to Angie, Dr. Ghandi and Erica, who will review the slides for trauma-informed,* *person-first language.  Erica will focus with her "persons with disabilities" lens as well.-  The group set a deadline for all updates, notes and any new information for consideration for Sept. 9.  Sandi will take slides and format with AZ ACE Consortium branding and formatting.- The group talked about language used in slides.  Previously a recommendation was made to "scrub" the language for generic terms.  The group talked about the virtual impossibility of making the language work for ALL audiences and recommended Sandi share with Trainer Toolkit group the idea of including verbiage for trainers to take responsibility for looking through the slides prior to any presentation with an eye to ensuring the language they are using is appropriate and reasonable for their particular audience.  Sandi to follow up with Kavita.-  The team revisited the idea from last meeting to develop scripting at the "novice"; "intermediate," and "expert" level. The group talked about how trainers would be evaluated/screened for a basic knowledge of information of ACEs/Trauma/TIC/Resilience.  The group agreed that each trainer could/should be responsible and capable enough to craft language based on the scripting provided by the ACE Training Workgroup at the level of their audience - i.e."trainers know their audience".  Sandi will follow up and pass on information to the Trainer Toolkit group.- The group discussed a need to check copyright laws/restrictions for videos used in the presentation.  Sandi will follow up.**Trainer’s Toolkit Sub-Workgroup(Kavita):**Sub-workgroup reviewed the current toolkit and outlined areas for revision. Made the following assignments.** *Marcia will locate a previously created list of national/statewide resources and email to DeAnn. DeAnn and Marcia to work on revising this list to include for certified trainers.*
* *Marcia, Lori and Jill will embed previous trainer notes into the current Trainer’s Toolkit*
* *Lindsey will add a section on how to prepare trainers that they may have people who wish to self-disclose, or will need support/resources/help as a result of hearing about ACEs and trauma*
* *Kavita will:*
	+ *Edit in language around having a ‘wingman’ who is available to spot those training participants who leave the training and need help*
	+ *Develop a checklist of to-do’s for trainers preparing for training*
	+ *Add a date to the sign-in sheet*
	+ *Add language that a sign-in sheet from a different organization can be accepted*
	+ *Veronica will review the current pre-post evaluation and add a question to assess the trainer*
	+ *Veronica will add language to explain what ‘essential slides’ are in the section called ‘Presentation of Modules’*
 | Kavita and Sandi |

**NEXT MEETING: September 16th, 10am-12pm**

Parking lot:

* + - * + Trainer’s agreement
				+ Cultivating a community of trainers
				+ Logging trainings
				+ Use of ACEs Connections to log trainings
				+ Can trainers charge?
				+ Where to house training materials
				+ What to do with brand new trainers – pair with veteran trainer; support for new trainers
				+ ACE Trainers charging for training organizations – decision points: leave charging for trainings up to trainers; will there be a fee scale as a recommendation for trainers to charge;
				+ Trainer toolkit – places to go for free resources (space)
				+ Within training – actions for how to bring ACE/Trauma/Resilience to community to take action steps
				+ Graduated approach in number of trainers to train with each TOT
				+ Does this become a certification-how long does certification last
				+ Can Angie help with some of the logistics?