

## ACEs Training Workgroup

## September 16th, 10:00am-12:30pm

*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, organization

*Kavita, Luana, Cindi, Betsy, Carol, Angie, Erica, Katie, Marcia, Deann, Carlian, Jill, LaDon, Lori, Sanghoon*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
 | Kavita and all |
| 10:10am – 10:15am | 1. Consortium membership – a plug

*Kavita updated the workgroup that nominees for the ACEs Consortium Board have been received (nomination period is closed). Recommended that now is a good time if folks have considered becoming a paid member as only paid members can vote for the 9 open seats on the Board. Sign up via the www.AZAces.org* | Kavita |
| 10:15am – 10:45am | 1. Charging for TOT
	1. Research
	2. Proposal and what we are offering
	3. Recapping discussion with ACEs Executive Committee (Board)
	4. Discounted rate for first TOT

*Veronica walked the group through the research that she and Marcia conducted. Average TOT costs locally and out of state range between $400 and in the $1000’s. Some variances in the numbers of days of training.**Kavita reviewed the proposal of what the workgroup would offer and the proposed cost (the Executive Committee approved the amount, contingent on the workgroup’s vote) – see meeting materials for full proposal - $400 for the one day in 2020, $200 for the one day in 2019 which is a test and learn.**Discussion:**Katie – Katie wanted the group to consider that the recertification should not require a full re-take of the $400 training.* *Carlian – group should consider $399 and $199. Also indicated that there should be a discounted price for recertification – suggestion of $99.**Deann – more expensive costs are usually upfront and then to remain members are about 10-15% to remain in the network.**Carol – one term certification**Sandi – recertification could be longer. Could look at a 5 year recertification.**Luana – research is generally good for 5 years however the turnover research in ACE is constant.* *Betsy – need to look at what is beyond ACEs.* *Katie – access to the website feedback – in some certifications, whomever is managing, would provide an updated slides, etc.* *Sandi – Protective Factors – there is a small fee to download a new slide deck (when changes are made). Not mandatory that you use the updated slides. These are usually small tweaks.* *Sandi – recertification includes a new binder at a lower price and then everything after that is an upload of tweaks.* *Idea – second quarter is the next TOT (after the TOT Test and Learn in November and use their feedback to help us determine the recertification process).**Group voted and agreed on the following:**$399 for the full one day TOT training in 2020**$199 for the full one day TOT training in 2019 which will be a test and learn**Workgroup will pull together the first round of trainers in February 2020 to assess their feedback, specifically on length of recertification and the process**Workgroup will hold a second TOT in March/April 2020, based on feedback from the initial TOT participants**Do Training Workgroup members need to get certified? Group decided that those that are active workgroup members should be certified and don’t have to pay the fee. Extend an invitation to current workgroup members to attend first TOT.**Marcia suggested that a couple folks attend the ACE Interface Master Trainer Program so that AZ is connected. The training is through Dr. Andra and Laura Porter. Something to work towards. Can GOYFF sponsor bringing this training to AZ? Something to discuss in 2020.*  | Kavita, Veronica, Sandi, Marcia |
| 10:45am – 11:30am | 1. Logistics
	1. Updates:
		1. Modules and Trainer’s Toolkit timeline:
			* 9/30 – modules complete
			* 10/15 – toolkit complete
			* End of Oct – prepare TOT trainers
			* Early/mid Nov – TOT training
		2. Fall TOT training – date, time, trainers – and prep meeting
		3. Website support – accepting payment, marketing, capacity to communicate/email with certified trainers, tracking certification expiration, housing training modules and toolkit, data collection on trainings provided

*Kavita went through updates on work completed in the area of logistics. No comments/questions.**Angie and Sandi have a conference call with ACEs Connection to use the tracker to collect data.** 1. Invite list for the TOT training

*Kavita – we are ready to start building the invitation list**Shayla – everybody at the Southern AZ Trauma Network is training in some capacity.* *Sanghoon – ensure various sectors are covered. Eg. education, veterans, faith, government.* *Shayla – targeting certain areas. Setting out the types of folks we would like to invite and slating invitations from there.**Angie & Deann – rural communities should be invited and TOT should be accessible.**Jill – if we let people know that we are moving to be more regionally focused, we can help people keep the cost down.**Sandi – we’re not in a position to provide scholarships for the first TOT. Use support from their own organizations right now.**Katie – suggested – is there a question of how much they have to train it?**Erica – with the DDD community, not sure if there is anybody trained in ACEs. Jill concurred. Group discussed ideas to help with case by case scenarios.**Marcia – be intentional at looking at peer support/recovery and minority communities.**Cindi – Child Abuse Prevention Councils**Carol – this is the exact same process that GOYFF and Triple P is going through. Question – do we want people to be trained in a region to check it off? Or if they are truly able to implement it and move it forward?**Brainstorm session:** + - 1. *Education*
			2. *Faith*
			3. *Historical Trauma – all people of color, disability*
			4. *Southern AZ Trauma Network (could cross over to a sector)*
			5. *City government*
			6. *Recovery*
			7. *Foster care/child welfare*
			8. *Criminal justice*
			9. *Healthcare*
			10. *Behavioral Health*
			11. *Rural/Northern (could cross over to a sector)*
			12. *Gender/sexual minority organizations*

*Action Step:**Kavita to upload a document to Google Drive so that workgroup members can nominate individuals in the above sectors/regions and we can then do targeted outreach to fill in blanks.** 1. Certified Trainer’s Agreement
		1. *Cindi and Carlian pulled together a subgroup meeting last Monday. There were lots of questions generated from the subgroup.*
		2. *Cindi walked the group through a draft of the Trainer’s Agreement.*
		3. *Subgroup felt that the word ‘certified’ might open up the Consortium – need to have an attorney review the Agreement. Discussion on the value of the word ‘certified’.*
		4. *Angie – maybe use the word ‘credentialed’ vs. ‘certified’*
		5. *Carol – trainers have to cover their own professional liability? Sandi – but then do we need to track this? This could be more of a barrier.*
		6. *Sandi – recommended a ‘hold harmless’ language – Angie has this.*
		7. *Katie - make sure that trainers only send PPT slide deck in PDF. Determine processes to support the organization not reusing the materials. Materials are proprietary. Organization sign an MOU to not use the slide deck to train others. Can Toolkit create a one pager ‘at-a-glance’?*
		8. *Lori – the MOU could provide an opportunity to protect ourselves legally.*
		9. *Dr. Gandhi – presenter speaker form at ChildHelp – requestor has to indicate the objectives and agreements.*
		10. *Sanghoon – ACE Consortium should develop an MOU*
		11. *For vide use - creative commons license. If we are charging for ACEs, might be problematic to use youtube videos. Sandi is researching each video in the modules to determine permission to use.*
		12. *Katie – we may want to think through what data to collect to help us apply for grants, and who owns the data?*
		13. *Group needs to further discuss whether and how TOTs can charge for their trainings*
		14. *Group decisions:*
			+ *Agreed to a 2 year agreement*
			+ *Agreed to 4 ACEs trainings in a 2 year time span, with each having 3 individuals*
			+ *Trainers cannot modifying the essential slides*
		15. *Action Steps:*
			+ *Kavita to add the Trainer’s Agreement to the next Executive Committee meeting and discuss liability*
			+ *Dr. Gandhi to send ChildHelp’s requestor document*
		16. Subgroup Recommendations:
			+ Have an attorney review to answer questions around liability
				- Our responsibility for the trainers if something goes wrong
				- Do we need a disclaimer somewhere within our materials?
			+ TOT training:
				- Should provide clear expectations to trainers on how to determine what training materials and resources (and how) are provided to training participants
				- See if any trainers (in the first TOT only) wish to mentor others
			+ Trainer’s Toolkit subgroup to consider:
				- Providing a general resource handout to provide to all attendees
				- Whether approval is needed to share video links
			+ Kavita/Angie/Sandi to work on:
				- Collecting pre-post training evaluations, and the possibility of linking those to receiving certificates of trainings
				- AZ ACEs website will include, for each trainer, a short bio, area of expertise, geography and special populations
			+ Kavita to take to the Executive Committee (Board):
				- Guidance/direction on whether ACE trainers can charge, and if/how to provide them guidance, requirements and/or restrictions
 | KavitaKavitaCindi & Carlian |
| 11:30am – 12:30pm | 1. Sub workgroup time

Modules Workgroup meeting:*Sandi updated the workgroup on progress on Modules. M1 is pretty much done. Only very small changes and formatting into AZ ACE Consortium template. M2 has some edits yet to be done (Sandi). The designated Essential Slides are will need to be reviewed again. The group agreed that the target is to have the Essential Slides be a standard 1 hour presentation. Kelly and Sandi are still working on M3. The majority of the TIC slides in M3 were moved and incorporated to M2. Kelly is adding some post-traumatic growth info and scripting. All slides will be reformatted into the AZ ACE Consortium template.**Sandi reported that sharing through Google Drive added some formatting to the modules that she can’t undo. The reformatting will take quite a bit of time. Angie will check with Consortium board regarding some technical support getting the modules reformatted.* *The group discussed if there will be a protocol for what certified ACE trainers can add to the presentations, or whether they will be allowed to add slides. There was some discussion about trainers adding information in the form of handouts or the verbiage they use to present but that no slides should be added to the presentations themselves. Sandi will take this to Kavita for possible discussion and consensus from the larger group.**The group discussed adding 1-2 slides to each module that recaps/summarizes information from previous module and give an overview of what would be in the next module. When modules are presented as stand alone trainings, the group agreed being able to add an elemet that educates participants on the continuum from ACEs to trauma and TIC to resilience and post-traumatic growth; giving participants the sense that “This (ACEs/trauma) isn’t all there is.”**Through Erica’s feedback the need to create awareness around conversations that is inclusive of all communities and cultures, including the ID/DD community. (defining culture broadly) These need to be more than “add on” conversations. They need to be part of the conversation.**The group talked about future discussion on a Community of Practice around ACEs for both trainers and participants of trainings. Sandi advocated utilizing the ACE Connections forum to provide people in AZ with a place to get help, support and information with a vision of transformation beyond training. ACE/TIC/Transformation is a movement not a “follow up” conversation. It is next step community building.*Trainer’s Toolkit Subgroup:*Subgroup reviewed completion of action steps from last meeting. Determined remaining portions of the toolkit that need to be completed, as well as, follow-up items from the larger workgroup discussion earlier in the morning. Action steps are as follows:** + - * + *Lori 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 to archive the Toolkit once a week*
				+ *Lori will embed her handout on how to prep before a training*
				+ *Discussed the expectation that trainers can add content to the slides, but cannot remove particular slides and add them to their existing slide deck*

*Veronica to add this to the Toolkit**Cindi to add this to the Trainer’s Agreement**Kavita to upload the Trainer’s Agreement** + - * + *Kavita to follow-up with Sandi on:*

*Thoughts/status/plan on the availability of a 20 minute ACE presentation**Adding a call to action to end each Module**Whether there are links to resources within each Module, or at the end, or needed in the Toolkit**The possibility of swopping our subgroup’s products for review**Creating a PDF version of the slide deck (with no notes) for trainer to distribute to organizations requesting training**Whether the Modules subgroup will develop a Training Summary** + - * + *Lori will edit page 14 of the Toolkit*

*How to prevent challenges with slide decks being used by non-certified trainers**Participants of a trainer’s training cannot become an ACEs trainer without going through the Consortium’s TOT training – how to be clear with participants about this**What to send out to requesting organizations before the training* *Requirement for trainers to not send the PPT file out to requesting organizations (only the PDF version with no trainer notes)**Directions on how to PDF a PPT file without trainer notes** + - * + *Jill will send the one pager on ACEs to the subgroup*
				+ *Lori to add a section on how to proactively prepare and reactively respond to logistical problems during training*
				+ *Kavita will add Trainer Notes to the Toolkit*
				+ *DeAnn and Carol will work on an ‘acknowledgment’ between trainer and requesting organization*
				+ *Cindi, Katie and Lori will review Module I, Module II and Module III (respectively) to pull references and articles*
				+ *Jill, Veronica and DeAnn will work on producing alternative activities in the Toolkit*
 | Kavita and Sandi |

**NEXT MEETING: October 21st, 10am-12pm**

* **Training Mentors**