



NEW YORK CITY DEPARTMENT of HEALTH and MENTAL HYGIENE

***HIV TRAINING INSTITUTE
JANUARY – JUNE 2009
TRAINING CATALOG***

**HIV TRAINING INSTITUTE
PROVIDING EDUCATION &
TRAINING SINCE 1988**



The City of New York
Department of Health & Mental Hygiene
Michael R. Bloomberg, Mayor
Thomas R. Frieden, M.D., M.P.H., Health *Commissioner*



HIV Training Institute

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The HIV Training Institute

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

About us...

Since 1988, the HIV Training Institute (HTI) has conducted professional educational training to staff and volunteers of hospitals, clinics and community-based organizations (CBO) that provide HIV counseling, testing, prevention, and care services. To reduce the spread of HIV and to improve HIV care, HTI strives to offer evidence-based interventions to enable service providers to work more effectively with clients living with HIV/AIDS as well as those at-risk of acquiring HIV infection. To quote Dr. Monica Sweeney, Assistant Commissioner for the Bureau of HIV Prevention and Control:

"As leaders in the HIV/AIDS community, we must apply interventions that have been proven to work. As the epidemic changes, we must also adapt our strategies to meet the continuing challenges. Effective leadership requires us to be visionaries. We must remain in the forefront, even when they are controversial. By applying evidence-based interventions, showing compassion and supporting people in need, we can reduce suffering and work towards eradicating HIV/AIDS."

Our mission...

The HTI mission is to provide comprehensive skills-building courses to assist service providers in their HIV prevention, treatment and care work. The HTI offers training in implementing evidence-based culturally proficient behavioral interventions that assist providers in linking HIV positive clients to care. We fulfill our mission through the development of outcome based curricula; skills transfer; organizational capacity development; and the coordination of training activities to increase the knowledge, skills and abilities of service providers. To that end, HTI offers three distinct training programs to meet the needs of non clinical and clinically trained service providers.

- 1) ***CORE TRAINING*** PROGRAM (see pages 4, 8-15)
- 2) ***DEBI TRAINING*** PROGRAM (see pages 5, 16-17)
- 3) ***CLINICAL PROGRAM*** (see pages 6, 18-19)

HIV PREVENTION CORE TRAINING PROGRAM

This program is designed to support staff who work in HIV/STD prevention, treatment and care service organizations. The program includes six (6) courses that provide the necessary foundation for staff who work with HIV-positive and/or high-risk negative individuals in need of HIV/STD prevention, treatment and care services.

Eligibility

Priority is given to staff who provide the following services:

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

For the listing of CORE TRAININGS (including dates and times) go to pages 8-15.



HIV PREVENTION

DEBI TRAINING PROGRAM

The Diffusion of Effective Behavioral Interventions project (DEBI) is a national-level strategy to provide high quality training and on-going technical assistance on selected evidence-based HIV/STD/ Viral Hepatitis prevention interventions to state and community HIV/STD program staff. The Centers for Disease Control and Prevention (CDC) recommends that agencies use evidence-based behavioral interventions in their HIV prevention work. The HTI offers training to agency staff who are implementing (or expecting to implement) a CDC DEBI.

Eligibility

Priority is given to agencies who fit the following criteria:

- The agency is funded to implement a CDC DEBI intervention
- The agency has submitted proposals to implement a DEBI
- You are part of the agency staff to deliver the DEBI intervention directly to targeted audiences/community members including group facilitators, peer educators, etc.)
- You are part of the agency staff that provides oversight or management of the DEBI

For the listing of DEBI trainings (including dates and times) go to pages 16 -17.



HIV PREVENTION

CLINICAL TRAINING PROGRAM

HTI is proud to offer two trainings for clinical staff that provide direct HIV/ STD clinical screening, diagnosis and care. *

ASK - SCREEN - INTERVENE (ASI)

This one-day interactive workshop will focus on how providers can affect the spread of HIV by asking about sexual and injection drug behaviors, screening for both clinical and behavioral risk factors, and intervening by making the appropriate referrals for additional services like partner notification and substance abuse treatment. Modules include clinical and behavioral strategies for reducing transmission of HIV among clients living with HIV and is designed for on clinical staff providing direct clinical treatment.

EARLIER DIAGNOSIS OF HIV IN NEW YORK CITY

Presented by Dahlene Fusco, MD PhD, Fellow in Infectious Diseases at New York Presbyterian Weill Cornell, the purpose of this session is to increase awareness among healthcare workers of the importance of diagnosing Human Immunodeficiency Virus during its early stages.

Topics discussed in the first part of this session will include:

- 1) benefits of earlier HIV diagnosis (including diagnosis of acute HIV),
- 2) when acute HIV should be suspected,
- 3) the clinical presentation of acute HIV,
- 4) laboratory tests for acute HIV, and
- 5) treatment options for acute HIV infection.

The second part of the session will include case presentations related to acute HIV.

****Both of the trainings listed above are open to non-medical providers that work in a clinical setting and/or work closely with medical providers.***

***For more information go
to pages 18-19.***

Registration & Attendance Policy

To Register

Use the application at the end of the catalog. Once completed send the application to HTI via email or fax.

- HTI e-mail address: HTI@health.nyc.gov
- HTI fax number: (212) 341-9818

Attendance

- HTI makes every effort to make your training experience 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 latecomers 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 to attend. If you must cancel your attendance, 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, you may leave a cancellation message on the HTI voicemail. You can reach the HTI administrative offices via phone, email or fax which are listed below.

- HTI general number: (212) 341-9810
- HTI E-mail address: HTI@health.nyc.gov,
- HTI Fax number: (212) 341-9818

HTI will make every effort to contact you in advance if we cancel a training. HTI 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 DOHMH.

Confirmation letters

- Once you are registered you will receive a confirmation letter (containing the date (s), time 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 varies from training-to-training.

*Due to limited funding, we are unable to accept every request for training. Contact the HTI if you have questions regarding eligibility, want to transition into HIV/AIDS services, are in school or interested in peer education training. We maybe able to help you find other training resources to meet your needs.

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

FACTORS THAT AFFECT BEHAVIOR CHANGE

This one-day training will increase your understanding of underlying factors that influence behavior change and how to apply this knowledge during individual level interventions.

FEMALE CONDOM TRAINING ((Female Condom Distribution Project)

Learn more about the female condom as a viable option for women at-risk for and/or living with HIV/AIDS.

GROUP FACILITATION

This two-day course provides an opportunity to practice and improve your skills and techniques for effective group facilitation.

HIV 101: UNDERSTANDING HIV/AIDS (INFECTION, DIAGNOSIS & TREATMENT APPROACHES)

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

HIV PREVENTION & RISK REDUCTION

This three-day interactive course will teach you the CDC (Centers for Disease Control and Prevention) six-step individual-level HIV prevention intervention and risk reduction counseling model.

HIV TESTING MODULE I (HIV TESTING UNIT)

This half-day morning module will cover New York State guidelines for HIV testing, recommendations for streamlining the HIV testing process, and a review of the New York State Confidentiality Law.

HIV TESTING MODULE II (HIV TESTING UNIT)

The afternoon portion of the training will focus on fundamental specifications for obtaining specimens, how to accurately interpret test results and other necessary quality assurance measures. ***Staff who conduct HIV testing must register and attend both Modules One and Two.***

FACTORS THAT AFFECT BEHAVIOR CHANGE
One-Day Training

Time: 9:30am-5:00pm

Location: 220 Church St. 16th floor, Room 1601

Dates: **January 15, 2009 (Thursday)**
 March 16, 2009 (Monday)
 April 21, 2009 (Tuesday)
 May 14, 2009 (Thursday)
 June 5, 2009 (Friday)

Who Should Attend?

HIV service providers who provide individual, group, or community level HIV/STD prevention interventions.

Goal:

To increase your understanding of the underlying factors that influence behavior change and discuss ways to reduce barriers to change.

Objectives: By the end of the training, participants will:

- Identify various interventions intended to bring about HIV health education and risk reduction;
- Explore benefits and barriers to adopting safer goal behaviors;
- Identify client’s personal risk behaviors and circumstances;
- Define and provide examples of factors that affect behavior change; and
- Develop realistic action steps clients can take to support adoption of the safer goal behavior.

To attend this training you must be registered!
To apply, go to page 21.

**FEMALE CONDOM DISTRIBUTION PROJECT
ORIENTATION & FEMALE CONDOM TRAINING**
One-Day Training

Time: 9:00am-4:00pm

Location: 220 Church St. *15th floor Conference Room* 1502B

Dates: Wednesdays

January 7, 2009 April 8, 2009

February 4, 2009 May 6, 2009

March 4, 2009 June 3, 2009

Who Should Attend?

Any service provider addressing women's health concerns related to HIV/STD and pregnancy prevention and care.

Goal:

To increase knowledge and dispel myths and misinformation about the use of female condoms and to provide information about the DOHMH Female Condom Distribution Project.

Objectives:

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

- Discuss female sexuality issues that impact HIV prevention;
- Address myths and misconceptions about female condoms;
- Demonstrate correct use of the female condom;
- Network with other participants interested in forming collaborative relationships to enhance HIV prevention and related resources for women, and
- Understand the NYC Department of Health & Mental Hygiene Female Condom Project reporting process;

Please Note: Female condoms are distributed only to those organizations that send representatives to this training. If you have any questions or concerns, contact Sandra P. Gilkes, Coordinator, Female Condoms, Condoms & Materials Distribution Unit at (212) 442-5156, by Fax (212) 341-9818 or email: Sgilkes@health.nyc.gov

To attend this training you must be registered! - To apply, go to page 21.

GROUP PROCESS & FACILITATION SKILLS

Two-Day Training

Time: 9:30am-5:00pm

Location: 220 Church St. 16th floor, Room 1601

Dates: February 2-3, 2009 (Monday - Tuesday)

April 23-24 2009 (Thursday - Friday)

June 2-3, 2009 (Wednesday –Thursday)

Who Should Attend?

HIV service providers who facilitate group level interventions or other types of educational groups.

Goal:

This interactive training covers group process and development while emphasizing interpersonal group dynamics and group leadership skills.

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 nonjudgmental attitudes among group facilitators;
- Review verbal responses (assertive, aggressive, and passive) and identify ways to respond to nonverbal behaviors; and,
- Demonstrate skills in addressing difficult group participants through participation in the course skills practicum.

***To attend this training you must be registered!
To apply, go to page 21.***

HIV 101

UNDERSTANDING HIV/AIDS INFECTION, DIAGNOSIS AND TREATMENT APPROACHES

One-Day Training

Time: 9:30am-5:00pm

Location: 220 Church St. 16th floor, Room 1601

Dates: January 13, 2009 (Tuesday)

April 3, 2009 (Friday)

February 6, 2009 (Friday)

May 12, 2009 (Tuesday)

March 10, 2009 (Tuesday)

June 1, 2009 (Monday)

Who Should Attend?

HIV service providers who are new to the field of HIV/AIDS or those who require a refresher.

Goal:

To provide interactive learning 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 :

- Update their knowledge of the prevalence of HIV/AIDS in NYC;
- Describe in basic terms HIV replication and 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 testing
- Define the criteria for AIDS diagnoses
- Understand treatment approaches to reduce viral replication;
- Engage in activities to practice the delivery of information to clients.

***To attend this training you must be registered!
To apply, go to page 21.***

HIV PREVENTION COUNSELING & RISK ASSESSMENT
An Individual - Level HIV Prevention Intervention
Three-Day Training

Time: 9:30am -5:00pm

Location: 220 Church St. 16th floor, Room 1601

Dates: February 9-11, 2009 (Monday - Wednesday)

March 11-13, 2009 (Wednesday - Friday)

April 7-9, 2009 (Tuesday - Thursday)

May 6-8, 2009 (Wednesday - Friday)

June 16-18, 2009 (Tuesday - Thursday)

Who Should Attend?

All HIV service providers who provide individual-level HIV prevention and risk reduction counseling.

Goal:

This 3-day course will assist service providers to prepare for the challenging task of HIV prevention using the 6-step CDC (Centers for Disease Control and Prevention) HIV prevention and risk reduction counseling model.

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; and,
- Understand how to ensure that clients are linked to medical and health services and mental health care.

To attend this training you must be registered!
To apply, go to page 21.

HIV TESTING

MODULE ONE

Half-Day Training

Time: 9:30am-12:30pm

Location: 220 Church St. 16th floor, Room 1601

Dates: January 16, 2009 (Friday) April 6, 2009 (Monday)
 February 13, 2009 (Friday) May 15, 2009 (Friday)
 March 20, 2009 (Friday) June 4, 2009 (Thursday)

Who Should Attend?

HIV service providers who conduct HIV Testing within a community and/or medical setting as well as staff who need to be updated should register for module one.

Goal:

This half-day training will cover New York State guidelines for HIV testing, current HIV testing technologies and State confidentiality law.

Objectives:

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

- Differentiate between conventional and rapid testing technologies;
- Describe New York State law on HIV testing and confidentiality (Public Health Law Article 27-F) regarding protected information; and,
- Describe current New York State Department of Health guidelines for streamlined HIV testing.



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

***To attend this training you must be registered!
 To apply, go to page 21.***

HIV Testing

MODULE TWO

Half-Day Training

Time: 1:30pm—4:30pm

Location: 220 Church St. 16th floor, Room 1601

Dates: January 16, 2009 (Friday) April 6, 2009 (Monday)
February 13, 2009 (Friday) May 15, 2009 (Friday)
March 20, 2009 (Friday) June 4, 2009 (Thursday)

Who Should Attend?

HIV service providers who conduct HIV Testing within a community and/or medical setting.

Goal:

The half-day training will focus on fundamental specifications for obtaining specimens and conducting HIV rapid tests, quality assurance measures, and accurate interpretation of test results.

Objectives:

By the end of Module two, participants will be able to:

- Describe fundamental specifications for obtaining specimens and conducting rapid tests;
- Describe necessary steps for quality control, including running test controls, work space set-up, obtaining specimens, logging temperatures and other required data; and,
- Accurately interpret test results.



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

To attend this training you must be registered! - To apply, go to page 21.

HIV PREVENTION

DEBI TRAINING PROGRAM

HHRP: Holistic Health Research Program

Location: 220 Church St. 16th floor, Room 1601

Date: February 23-27, 2009

Time: 9:00am-5:00pm

The primary goals of HHRP are health promotion and improved quality of life. More specific goals are abstinence from illicit drug use or from sexual risk behaviors; reduced drug use; reduced risk for HIV transmission; and improved medical, psychological, and social functioning. HHRP is based on the Information-Motivation-Behavioral Skills (IMB) model of HIV prevention behavioral change. According to this model, there are three steps to changing behavior. Providing HIV prevention information, motivation to engage in HIV prevention and opportunities to practice behavior skills for HIV prevention.

SEPA: Salud, Educacion, Prevencion Y Autocuidado

Location: 220 Church St. 16th floor, Room 1601

Date: March 23-27, 2009

Time: 9:00am-5:00pm

SEPA is a six-session, culturally-tailored, small-group, skills building intervention designed to prevent high-risk sexual behaviors among low-income Mexican and Puerto Rican women. The intervention, delivered to groups of 11-13 women, promotes self-efficacy, builds skills and focuses on topics including: HIV/AIDS in the community, human anatomy and sexuality, education about HIV and other STDs, condom use, negotiation of safer sex, and preventing domestic violence. The intervention is sensitive to Latinas' values and beliefs and addresses issues relevant for this population, such as intimate partner violence.

Willow: Women Involved in Life learning from Other Women

Location: 220 Church St. 16th floor, Room 1601

Date: April 27-May 1, 2009

Time: 9:00am-5:00pm

The *Willow* intervention is a small group, skill-training intervention for women living with HIV. Through interactive discussions within groups of 8-10 women, the intervention emphasizes gender pride and informs women how to identify and maintain supportive people in their social networks. The intervention enhances awareness of HIV transmission risk behaviors, discredits myths regarding HIV prevention for people living with HIV, teaches communication skills for negotiating safer sex, and reinforces the benefits of consistent condom use. *Willow* also teaches women how to distinguish between healthy and unhealthy relationships, discusses the impact of abusive partners on safer sex, and informs women of local shelters for women in abusive relationships.

To attend any DEBI training you must be registered! - To apply, go to page 21.

HIV PREVENTION *DEBI TRAINING PROGRAM*

Many Men, Many Voices

Location: 220 Church St. 16th floor, Room 1601

May 18-22, 2009

Time: 9:00am-5:00pm

Many Men, Many Voices (3MV) is a 7-session, group-level intervention program to prevent HIV and sexually transmitted diseases among black men who have sex with men (MSM) who may or may not identify themselves as gay. The intervention addresses factors that influence the behavior of black MSM: cultural, social, and religious norms; interactions between HIV and other sexually transmitted diseases; sexual relationship dynamics; and the social influences that racism and homophobia have on HIV risk behaviors.

d-up!: Defend Yourself!

Location: 220 Church St. 16th floor, Room 1601

June 8-12, 2009

Time: 9:00am-5:00pm

Defend Yourself! is a community-level intervention designed for and developed by Black men who have sex with men (MSM). *d-up!* is a cultural adaptation of the POL intervention and is designed to promote social norms of condom use and assist Black MSM to recognize and handle risk related racial and sexual bias.

Healthy Relationships

Location: 220 Church St. 16th floor, Room 1601

June 22--26, 2009

Time: 9:00am-5:00pm

Healthy Relationships is a five-session, small-group intervention for men and women living with HIV/AIDS. It is based on Social Cognitive Theory and focuses on developing skills and building self-efficacy and positive expectations about new behaviors through modeling behaviors and practicing new skills.

***To attend this training you must be registered!
To apply, go to page 21.***

HIV PREVENTION CLINICAL TRAINING PROGRAM

Ask, Screen, Intervene (ASI)

*This course is designed for clinical providers who care for HIV+ patients and is based on recommendations from the Centers for Disease Control and Prevention, the Health Resources and Services Administration, the National Institutes of Health, and the HIV Medicine Association of the Infectious Diseases Society of America.**

The Curriculum:

Module 1: As care providers, our response to the changing HIV epidemic must evolve as well. By providing you with the most up-to-date information on the whats, whens, and hows of periodic STD screening as well as treatment, this session will facilitate your implementation of this effective biomedical approach to HIV.

Module 2: Clinician-delivered prevention messages have been shown time and again to be feasible and effective in reducing patients' risk of transmitting HIV to partners.

Module 3: Individual patients require individual attention, and often individualized interventions. In Module Three, you will learn about the creation of such tailored interventions.

Module 4: In the U.S., persons living with HIV have access to a service few know about or understand. Partner Services is a voluntary, no-fee health department-administered program that helps HIV-positive individuals disclose their status to their sex or needle-sharing partners. Partner Services has been shown to be effective in identifying previously undiagnosed cases of HIV.

LOCATION: 220 Church St. 16th floor, Room 1601

DATES: TO BE ANNOUNCED OR CALL (212) 341-9810 FOR DATES & TIMES

*Supported by a CDC grant, this course was developed by the National Network of STD/HIV Prevention Training Centers in collaboration with the AIDS Education Training Centers (AETC) and the AETC National Resource Center.

To attend this training you must be registered! To apply, go to page 21.

HIV PREVENTION *CLINICAL TRAINING PROGRAM*

Earlier Diagnosis of HIV in New York City

Speaker: Dahlene Fusco, MD PhD, Fellow in Infectious Diseases
at New York Presbyterian Weill Cornell

Time: 9:00am-10:00am

Location: 220 Church St. 16th floor, Room 1601

DATES: Monday, January 12, 2009
Tuesday, April 14, 2009
Tuesday, May 26, 2009

Goal:

The purpose of this session is to increase awareness, among healthcare workers of the importance of diagnosing Human Immunodeficiency Virus during its early stages. Topics discussed in the first part of this session will include:

- 1) benefits of earlier HIV diagnosis (including diagnosis of acute HIV),
- 2) when acute HIV should be suspected,
- 3) the clinical presentation of acute HIV,
- 4) laboratory tests for acute HIV, and
- 5) treatment options for acute HIV infection.

The second part of the session will include case presentations related to acute HIV.

To attend this training you must be registered! To apply, go to page 21.



NEW YORK CITY DEPARTMENT of HEALTH and MENTAL HYGIENE

**HIV Training Institute
Calendar At-A-Glance**



January 2009

Female Condom Training: 1/07/09*
 Earlier Diagnosis of HIV in NYC: 1/12/09
 HIV 101: 1/13/09
 Factors that Affect Behavior Change: 1/15/09
 HIV Testing: 1/16/09

April 2009

Female Condom: 4/08/09*
 HIV 101: 4/03/09
 HIV Testing : 4 /06/09
 HIV Prevention : 4/7-9/09
 Earlier Diagnosis of HIV in NYC: 4/14/09
 Factors that Affect Behavior Change: 4/21/09
 Group Facilitation: 4/23-24/09
 Willow : 4/27-5/1/09 (DEBI)

February 2009

Group Facilitation: 2/2-3/09
 Female Condom Training: 2/04/09*
 HIV 101: 2/06/09
 HIV Prevention (ILI): 2/9 -11/09
 HIV Testing: 2 /13/09
 Holistic Health Recovery Program: 2/23-27/09 (DEBI)

May 2009

Female Condom Training: 5/6/09*
 HIV Prevention (ILI): 5/6-8/09
 HIV 101: 5/12/09
 Factors that Affect Behavior Change: 5/14/09
 HIV Testing: 5/15 /09
 Many Men, Many Voices: 5/18-22/09 (DEBI)
 Earlier Diagnosis of HIV in NYC: 5/26/09

March 2009

Female Condom Training: 3/04/09*
 HIV 101: 3/10/09
 HIV Prevention (ILI): 3/11-13/09
 Factors that Affect Behavior Change: 3/16/09
 HIV Testing : 3 /20/09
 SEPA : 3/23- 27/09 (DEBI)

June 2009

HIV 101: 6/01/09
 Group Facilitation: 6/2-3/09
 Female Condom Training: 6/03/09*
 HIV Testing: 6/04/09
 Factors that Affect Behavior : 6/05/9
d-up!: Defend Yourself!: 6/8-12/09 (DEBI)
 HIV Prevention (ILI): 6/16-19 /09
 Healthy Relationships: 6/22-26/09 (DEBI)

* 15th floor Conference 1502B

HTI Application-Getting Started

Please follow the steps below to successfully register for training.

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

STEP 2: Mail, fax or email the application to HTI.

STEP 3: Wait for your confirmation letter. (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 "HTI Application Form" for each individual staff person.

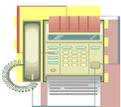
Supervisor approval is required to attend all trainings held at the HIV Training Institute. Supervisory approval is NOT required for physicians, dentists or other clinicians.

Send completed forms by mail, fax or email!

By Mail:



HTI Administrative Staff
New York City Department of Health and Mental Hygiene
Bureau of HIV/AIDS Prevention & Control
HIV Training Institute
40 Worth Street, Room 1602, Box A/2
New York, NY 10013



By Fax:

(212) 341- 9818



By E-mail:

HTI@health.nyc.gov



HTI Application – Page 1

Today's Date:	Last Four Digits of Social Security Number:	
Participant Name (Please print clearly)		
Last:	First:	Middle Initial:
My employer/address/phone has changed Yes <input type="checkbox"/> <input type="checkbox"/> No		
Work email: _____		
Alternate email: _____		
Business Phone: () Ext: _____	Fax: ()	
Organization Name:		
Employer's Address:		
City:	State:	Zip Code:
<u>SUPERVISOR APPROVAL</u>		
<i>I approve staff member _____ to attend the training(s) as indicated on page 2 of the HTI application.</i>		
Supervisor's Name:	Supervisor's Email:	



HTI Application – Page 2

CORE TRAINING PROGRAM You may choose up to <u>4</u> Core Trainings from this category. Contact HTI supervisory staff if additional training is required.	Date(s) (1 st Choice)	Date(s) (2 nd Choice)
Factors that Affect Behavior Change		
Female Condom		
Group Process & Facilitation Skills		
HIV 101		
HIV Testing Module 1 (Morning)		
HIV Testing Module 2 (Afternoon) For Staff Who Conduct HIV Testing Only		
HIV Prevention Counseling & Risk Assessment		

DEBI TRAINING PROGRAM

Check off the DEBI training you want to attend. Review page 5 for eligibility criteria.

HHPR: 2/23—27/09 _____ Many Men, Many Voices: 5/18-22/09 _____
 SEPA : 3/23 — 27/09 _____ *d-up!*: Defend Yourself!: 6/8-12/09 _____
 Willow: 4/27—5/1/09 _____ Healthy Relationships: 6/22-26/09 _____

CLINICAL TRAINING PROGRAM

Check off the clinical training you want to attend. Call for dates and times. The CLINICAL TRAINING PROGRAM is designed for clinical staff but non clinical staff may also attend.

1) Ask, Screen, Intervene (ASI) _____
 2) Earlier Diagnosis of HIV in New York City _____

Thank you for your application. Please expect to hear from us soon!



NEW YORK CITY DEPARTMENT of HEALTH and MENTAL HYGIENE

HIV Training Institute

HTI Administrative Staff/NAF
NYC Department of Health & Mental Hygiene
Bureau of HIV/AIDS Prevention & Control
HIV Training Institute
40 Worth Street
Room 1602, Box A/2
New York, NY 10013
212 341-9810
HTI@health.nyc.gov

The City of New York

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Michael R. Bloomberg Thomas R. Frieden, **M.D., M.P.H.**

Mayor Commissioner



nyc.gov/health

