

Brief Action Planning (BAP) and Foundations of Motivational Interviewing (MI) Train the Trainer

Montefiore Hudson Valley Collaborative (MHVC) has partnered with the Centre for Collaboration, Motivation & Innovation (CCMI) to provide an opportunity for select staff, at our network partner sites, to become trainers in Brief Action Planning (BAP) and Motivational Interviewing (MI). This program will help organizations build sustainable capacity for ongoing staff training in patient-centered self-management support skills.

This is a robust Train-the-Trainer program that includes separate progressive learning tracks for completion. Each track will include completion of BAP and MI classes with post-training requirements prior to attending the Train the Trainer in the Fall. Please look at the table below to see which track best fits your status:

Approved applicants will receive a training schedule based on his/her selected track.

<p>TRACK #1</p> <p>Select this track if you have <i>not completed</i> BAP and MI training through MHVC or its partner trainers within the past six (months).</p>	<ol style="list-style-type: none"> 1. Attend a BAP one-day instructor led training through MHVC Learner Central (http://montefiorehvc.org/learner-central/) or complete the BAP online module assigned after your application has been approved. 2. Complete two BAP telephonic 1-hour practice and feedback calls after taking the training. 3. Pass the BAP Certification call scheduled after practice and feedback sessions. 4. Attend a Foundations of MI training through MHVC Learner Central (http://montefiorehvc.org/learner-central/) 5. Complete two MI telephonic 1-hour practice and feedback calls after taking the training. 6. Pass the MI Coding requirement that ensures trainer demonstrates skill effectively. 7. Attend 4.5 days of train the trainer (select your first and second choices in the application)
<p>TRACK #2</p> <p>Select this track if you <i>completed</i> both BAP and MI training through MHVC or its partner trainers within the past six (months).</p>	<ol style="list-style-type: none"> 1. Provide dates and locations of both BAP and MI training classes attended. 2. Upon verification of #1, complete both BAP and MI telephonic practice and feedback calls provided after your application has been approved. 3. Pass the BAP Certification call scheduled after practice and feedback sessions. 4. Pass the MI Coding requirement that ensures trainer demonstrates skill effectively. 5. Attend 4.5 days of train the trainer (select your first and second choices in the application)

TRACK #3

Select this track if you *completed only BAP* training through MHVC or its partner trainers within the past six (months).

1. Provide the date and location of when you attended BAP training.
2. Complete two BAP telephonic 1-hour practice and feedback calls after taking the training.
3. Pass the BAP Certification call scheduled after practice and feedback sessions.
4. Attend a Foundations of MI training through MHVC Learner Central (<http://montefiorehvc.org/learner-central/>)
5. Complete two MI telephonic 1-hour practice and feedback calls after taking the training.
6. Pass the MI Coding requirement that ensures trainer demonstrates skill effectively. Attend 4.5 days of train the trainer (select your first and second choices in the application)

Below we have included guidance on nominating appropriate staff candidates to participate in this program. Since participation is limited, selection of trainees and continued progress through the training sequence will be competitive. Factors that will contribute to candidate selection include evidence of:

- Organizational commitment to supporting staff development and disseminate training
- Candidates interest in participation and baseline communication and training skills, and
- Future Impact - Does a new trainer have the potential to have a training impact within their institution (time and audience)

Selecting the Right Candidate

Leadership support of the right candidate is foundational to developing an effective trainer. The commitment of the selected staff member(s) to go through this program and engagement beyond the training is critical for training and skills development. Please consider the candidate's skills, experience, work schedule, and participation to ensure that s/he is a good fit. The following questions can guide appropriate candidate selection for the MHVC BAP/ MI Train the Trainer program:

Schedule Considerations	Candidate Considerations
<ul style="list-style-type: none">• Is the candidate available to participate in all of the BAP and MI training sessions, practice and feedback calls, BAP Certification and Train the Trainer sessions? (There is a time commitment involved in learning BAP and MI. Candidate that can commit to the time involved in the learning is desired.)• Does the candidate have the time in their work schedule to plan and conduct BAP and MI trainings? (Planning and conducting trainings requires a significant time commitment. Candidates who have schedules that accommodate this time commitment are desired.)• Does the intended audience (the folks the trainer will be training) have time to participate in training? (Having an audience that is available will help	<p>Is the candidate:</p> <ul style="list-style-type: none">• A clear and effective communicator? (Communicating clearly and effectively is crucial to being a successful trainer.)• Passionate about partnering with patients? (A candidate who feels strongly that partnering with patients is a basis for their job description will be an asset as a trainer.)• Committed to helping patients be more involved in their care? (Candidates who care about improving patient involvement in their own care will help to share the message of Brief Action Planning.)• Comfortable working in groups? (Candidates will be expected to lead groups and guide learning so being comfortable working in groups is essential.)

ensure the success of the trainer.)

- **Comfortable with presentations?** (Ideally, candidates will be comfortable being the focus of the room for the purpose of sharing information and guiding learning activities.)
 - **Familiar with self-management support (SMS) concepts?** (Familiarity with SMS concepts will help the candidate to learn new concepts and to be able to share them with others.)
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Leadership Commitment

- Review the one-hour pre-recorded webinar describing the benefit of integrating SMS into practice.
- Use the questions above to help guide your candidate nomination choice.
- Review the staff time commitment required for trainee participation in the MHVC TTT program
- Review and sign the “**Statement of Leadership Support**”

If your organization is selected to participate in this program and develop internal training capacity, MHVC requests that you agree to reserve and offer several future training seats within your training sessions, to smaller MHVC network partners (who may not have the resources to train their staff). The MHVC Workforce Development & Management team can facilitate coordination of external participants.

Trainer Commitment

- Agree to conduct at least three (3) BAP and/or MI trainings a year
- Agree to communicate all future trainings conducted to the MHVC Workforce Development & Management team in a timely manner. (Tracked trainings are an MHVC Delivery System Reporting and Incentive Payments (DSRIP) reporting requirement).
- Although MHVC does not require trainers to provide training outside of their organization, we request that you offer several future training seats within your training sessions, to smaller MHVC network partners (who may not have the resources to train their staff). The MHVC Workforce Development team can facilitate coordination of external participants.

Application Deadline

All interested candidates must complete and submit the brief application along with the Statement of Leadership Support no later than **July 31, 2018**.

Statement of Leadership Support (BAP & MI)

In order to build an active and engaged community, we want to make sure participating trainers have support from their leadership to participate and openly share what they have learned. Please have your manager or director complete and sign the statement below and send it along with your completed application.

Leadership Statement of Support for Brief Action Planning (BAP) and Foundations of Motivational Interviewing (MI) Train-the-Trainer Program

As the Manager/Director/Other of _____ (organization) I would like to provide this confirmation that I support _____ (applicant) to participate in Brief Action Planning and Foundations of Motivational Interviewing Train-the-Trainer Program. I commit to providing the leadership support and the resources necessary to making our organization's participation in this work a success. The applicant will adhere to the following schedule considerations:

- Availability to participate in all of the BAP and MI training sessions, practice and feedback calls, BAP Certification and Train-the-Trainer sessions. (There is a time commitment involved in learning BAP and MI. Candidate that can commit to the time involved in the learning is desired.)
- Time in their work schedule to plan and conduct BAP and MI trainings. (Planning and conducting trainings requires a significant time commitment. Candidates who have schedules that accommodate this time commitment are desired.)
- Participation of the intended audience in training. (Having an audience that is available will help ensure the success of the trainer.)

This includes providing the time necessary for the trainer to prepare for BAP and Foundations of MI workshops, conduct workshops and conduct practice and feedback sessions after workshops. I understand that the trainer will be able to conduct workshops for two years after their training and after that time, they may need to undergo a refresher training to continue to provide these trainings.

Sincerely,

PRINT NAME

TITLE

SIGNATURE

DATE

Please send completed document using either method below:

Scan & Email

Scan the completed document along with the completed application and email it to:

agamboa@montefiore.org

Mail

Send the completed document along with the completed application to:

**Adyna Gamboa
Montefiore Hudson Valley Collaborative
3 Executive Boulevard – 3rd Floor
Yonkers, NY 10701**

If you have any questions regarding this form, please contact Adyna Gamboa (email) agamboa@montefiore.org or (phone) 914-354-5633