



NORTHEASTERN ILLINOIS HIV/AIDS CASE MANAGEMENT COLLABORATIVE

Date: Wednesday, March 8th, 2017
To: All Case Managers and Case Manager's Supervisors
Cc: AFC Staff
From: Matthew Williamson, Training Specialist
Re: 2017-2018 Training Calendar

AFC is pleased to present the case manager training calendar for 2017-2018. In this year's training calendar AFC has selected trainings based on feedback from case managers and trainings that are required from city, state, and federal agencies. We are confident that this calendar and the updated training SOPs will meet the training needs of the Case Managers.

Should you have any additional questions, feel free to contact Matthew Williamson, mwilliamson@aidschicago.org. **There are many changes for 2017-2018, so please read the memo thoroughly.**

Case managers are required to attend a minimum of 12 training sessions within the contract year from March 1, 2017 through February 28, 2018 for Part A and April 1, 2017 through March 30, 2018 for Part B. All AFC Certified Medical Case Managers from Part A and Part B must attend seven trainings from the AFC-approved clinical trainings. These trainings will be noted differently on the annual Training Report. The remaining trainings must come from a combination of the other training categories:

TRAINING CATEGORIES:

Quarterly Updates (Mandatory)

These group presentations will be offered every three months, and will remain three and one-half hours long to continue to allow for more intensive discussion and skills building. These updates are mandatory for all case managers regardless of whether training requirements have been fulfilled.

Clinical Trainings

These trainings are voluntary groups for Medical Case Managers who want to satisfy their seven required clinical training clinics. These clinics will focus on the biological, clinical, and medical

factors that impact people living with HIV. Examples include, medication adherence, HIV 101, interpreting HIV labs, mental health, and substance use.

Clinical trainings are offered by practitioners or clinicians such as nurses, medical doctors, physician assistants, licensed clinical social workers, licensed professional counselors, etc. The group is limited to 25 case managers per session and pre-registration is required. These training types may also be satisfied through MATEC, IDPH, CDPH or other clinically pre-approved trainings. For pre-approval please email Matthew Williamson mwilliamson@aidschicago.org to confirm that your training will qualify.

Information and Resources Clinics

Offered monthly, these are voluntary groups for case managers who want additional technical assistance in accessing SSI, SSDI, Medicaid, Medicare, and other entitlements and resources in the community. These clinics are for any case manager. The focus is on small group problem-solving and resource consultation. The group is limited to 25 case managers per session and pre-registration is required.

Supervisor's Training (Mandatory)

These are mandatory quarterly discussions of current issues regarding supervision. We are happy to have invited Caryn Curry, Social and Emotional Learning Consultant to facilitate these trainings.

DRS Update Trainings

These are quarterly discussions of current issues regarding DRS case management program and are coordinated by Michael Grego from AFC and Kimiko Wilson from the AIDS Administrative Unit. The group is limited to 25 case managers per session and pre-registration is required. For more information please contact Michael Grego via MGrego@aidschicago.org

Non-AFC Sponsored Training Events

Case managers are allowed credit for trainings and webinars not facilitated by the AIDS Foundation of Chicago counting toward the requirement. These meetings must be documented by submitting a copy of the Request for Training Credit Form signed by the supervisor. Training requests must be reported within 60 days of attendance using the "Request for Training Credit Application Form" signed by the supervisor to trainings@aidschicago.org. If a case manager does not report training attendance within the 60 day time period it will not be counted towards the required 12 trainings. Additionally, if the medical case manager is requesting clinical training credit, the supervisor must indicate so on the signed form.

RW Competency Training

This is a mandatory training that is offered via an online component and face to face over three consecutive days every quarter for new case managers in the system. Any case manager may attend, however priority is given to AFC-funded positions, then positions at AFC funded agencies, then any other partner with staff requesting training. This training does not count toward the 12 mandatory trainings case managers must take every year. Pre-registration is required.

New Case Managers

New Case Managers that begin employment during a contract year will have the training requirement prorated starting the month after hire through the end of the contract year. For example, if a Part A (March through February contract) case manager begins employment on June 15, at the end of the contract year they will have been a case manager for 9 months. The Part A Case Manager will be required to attend 8 trainings and four of those trainings will need to be a part of the clinical track.

DRS Training

This is a mandatory five-day training offered every quarter to new DRS case managers in the system. This training does not count toward the 12 mandatory trainings case managers must take every year. Pre-registration is required.

Emergency Training Events

On rare occasions, AFC Staff are required to hold mandatory “all case managers” meetings to share time-sensitive case management information. These meetings will never exceed twelve hours in a 30-day time period (as per the Case Management Contract Exhibit) and will count toward the twelve professional development sessions per year.

Health Care Reform

Due to the changes in the health care system, AFC will hold mandatory all case managers meetings and/or webinars to share time-sensitive case management information regarding how these dramatic changes will affect our program. These meeting will never exceed twelve hours in a 30-day time period (as per the Case Management Contract Exhibit) and will count toward the twelve professional development sessions per year.

MATEC Trainings

These intensive trainings are offered by MATEC and cover various topics related to clinical management of HIV and follows federally approved guidelines. **Pre-registration is required** for

all programs and are offered at no cost to case managers from Part A-funded agencies. Additionally, a “*Request for Training Credit Application Form*” must be completed and submitted to AFC. For information regarding these programs please visit www.matec.info

Mandatory Requirements

New case managers must attend a minimum of twelve (12) AFC-approved professional development trainings annually, with four of those trainings being:

1. **MATEC-Adherence Counseling Training.** For information regarding this program and to register please visit www.matec.info
2. **MATEC-Cultural Competency Training (General or LGBTQ).** For information regarding this program and to register please visit www.matec.info
3. **CCR-Mediation Training.** For information regarding this program please contact AFC Grievance Officer-Michael Grego at mgrego@aidschicago.org
4. **Physical and Emotional Self-Care.** If case managers are not able to attend the training offered by AFC, it is the agency's responsibility to provide such training to their case managers annually and submit documentation to AFC.

Current case managers must attend a minimum of twelve (12) AFC-approved professional development trainings annually, with two of those trainings being:

1. **Cultural Competency Training (General or LGBTQ).** If case managers are unable to attend the training offered by MATEC, it is the agency’s responsibility to provide such training to their case managers annually and submit documentation to AFC.
2. **Physical and Emotional Self-Care.** If case managers are not able to attend the training offered by AFC, it is the agency's responsibility to provide such training to their case managers annually and submit documentation to AFC.

CASE MANAGER TRAINING CALENDAR

Large Case Manager Quarterly Updates

March 2017—March 2018

DATE	TIME	TRAINING TOPIC	LOCATION
Thursday, April 20, 2017	9:00 - 1:00 PM	"Medical Updates" Anal Dysplasia-Cynthia Howard Patient Engagement Workshop – Brian Coffee	AFC 28th Floor
Tuesday, June 27th, 2017	9:00 - 1:00 PM	"Mental Health & Substance Use Update" Jim Pickett Update	AFC 28th Floor
Thursday, October 12, 2017	9:00 - 1:00 PM	"Case Management System Update" Jim Pickett Update (Sponsored by Janssen Therapeutics)	AFC 28th Floor
Thursday January 11, 2018	9:00 - 1:00 PM	"AFC Updates"	AFC 28th Floor

Information and Resources Clinics
March 2017—March 2018

DATE	TIME	TRAINING TOPIC	LOCATION
Thursday March 23, 2017	9:00-11:00 am	“Financial Planning and Budgeting” By Matt Frahm	AFC
Thursday April 13, 2017	9:00-11:00 am	“Hablamos PrEP en Español” Beto Soberanis Must speak Spanish to attend this I&R Meets Cultural Competency Requirement This session will cover many of the HIV and PrEP specific profession terms in Spanish.	AFC
Tuesday May 9, 2017	9:00-11:00 am	“Criminalization of HIV in Illinois” (Justin Hayford-LCHJ) <i>Learning Objectives:</i> <ul style="list-style-type: none"> • The focus of this clinic will be around what are the laws regarding criminal transmission of HIV. 	AFC
Tuesday June 13th, 2017	9:00-11:00 am	“HIV Tools and Reading Labs” By Paris Mullen (Sponsored by Merck) <i>Learning Objectives</i> <ol style="list-style-type: none"> 1. The importance of incorporating culturally appropriate tools when working with diverse patient populations 2. Exploring tools agencies can use when working with individuals living with HIV. 3. Labs for co-morbid conditions 	AFC
Tuesday July 11, 2017	9:00-11:00 am	“Transitioning: What Everyone Needs to Know” By Ernie Rodriguez, Gilead Sciences <i>Learning Objectives</i> <ol style="list-style-type: none"> 1. Legal requirements 	AFC

		<ol style="list-style-type: none"> 2. Psychological requirements 3. Documentation changes 4. Surgeries/Treatments 5. Supports 	
<p>Tuesday August 15, 2017 <i>This Date Is Tentative</i></p>	9:00-11:00 am	<p>“Trans Values Clarification” Meets Cultural Competency Requirement By Caprice Carthans (Equality IL)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Grow your knowledge of trans people’s Resiliency & Challenges 2. Improve your confidence using Terminology & Definitions 3. Identify and discuss how to create a Culture of Inclusion 4. Raise awareness of current Legal Issues facing transgender people 5. Discover important Best Practices for transgender legal advocacy 	AFC
<p>Tuesday September 14, 2017, Spanish in the AM English in the PM</p>	9:00-11:00 am	<p>“How To Work with Clients at Risk for Deportation” Must speak Spanish to attend this I&R clinic in the morning Meets Cultural Competency Requirement By Beto Soberanis</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Get medical care while detained by ICE 2. Action plan after getting released from ICE 3. Create action plan for patients at risk of deportation 1. 4. Access HIV care in Mexico 	AFC
<p>Tuesday October 17, 2017</p>	9:00-11:00 am	<p>“HIV Disclosure: Deciding Who & When to Tell” By Ernie Rodriguez-Gilead (Sponsored by Gilead Sciences)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Defining what disclosure means 2. Knowing who/what/when to tell 3. Ramifications of disclosing HIV status 	AFC

Thursday November 9, 2017	9:00-11:00 am	<p>“Documentation from the ground up: charting, creating files, entering data”</p> <p><i>Michael Grego, Charlotte Detournay</i></p>	AFC
Tuesday November 14, 2017	9:00-11:00 am	<p>“What’s Up with ACA, Insurance?” Matt Frahm</p> <p><i>Learning Objectives:</i></p> <ol style="list-style-type: none"> 1. ACA 101 2. Medicaid Managed Care 3. Ryan White Insurance Guidelines 4. Undocumented clients 5. Case Managers and Insurance documentation requirements 	AFC
Tuesday January 16, 2018	9:00-11:00 am	<p>“Lipodystrophy” (Sponsored by Thera Technologies)</p>	AFC
Tuesday February 13, 2018	9:00-11:00 am	<p>“Women’s Issues” TBD</p>	AFC

Clinical Sessions
March 2017—March 2018

DATE	TIME	TRAINING TOPIC	LOCATION
<p style="text-align: center;">Thursday March 9th, 2017</p>	<p style="text-align: center;">9:00-11:00 am</p>	<p style="text-align: center;">“HIV Treatment Update 2017” By Paula Teichner, PharmD (Sponsored by Viiv Health)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Describe the side effect profile of HIV medications 2. Describe what the side effect profile of a non-boosted HIV medication is compared to a boosted agent 3. Describe drug interactions of boosted vs non-boosted medications are 4. Describe the importance of compliance in HIV therapy 	<p style="text-align: center;">28th Floor AFC</p>
<p style="text-align: center;">Thursday March 16th, 2017</p>	<p style="text-align: center;">9:00-11:00 am</p>	<p style="text-align: center;">“Mental Health” By Jessie Beebe, MA, LCSW</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Describe what is bipolar disorder and populations who are at risk 2. Describe the symptoms of bipolar disorder 3. Brainstorm on how to work with clients who are bipolar <p>Explain available resources for clients who are bipolar.</p>	<p style="text-align: center;">AFC</p>
<p style="text-align: center;">Wednesday May 3rd, 2017</p>	<p style="text-align: center;">9:00-11:00 am</p>	<p style="text-align: center;">“Disease State Management of Lypodistrophy” (Sponsored by Thera Technologies)</p>	<p style="text-align: center;">AFC</p>
<p style="text-align: center;">Thursday May 18th, 2017</p>	<p style="text-align: center;">9:00-11:00 am</p>	<p style="text-align: center;">“Understanding Hepatitis and a Cure” By Paris Mullen (Sponsored by Merck)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Hepatitis- 101: Hepatitis basics 	<p style="text-align: center;">AFC</p>

		<ol style="list-style-type: none"> 2. The differences between fibrosis and cirrhosis 3. Exploring a possible cure for Hepatitis 	
<p>Thursday June 15th, 2017</p>	<p>9:00-11:00 am</p>	<p>“HIV University: Origins of HIV, Pathogenesis of HIV, and Lifecycle and HIV Drug Classes.” By Roman Buenrostro</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Describe the origins of HIV 2. Describe the Pathogenesis of HIV 3. Discuss the HIV Lifecycle and the corresponding drug classes 	<p>AFC</p>
<p>Thursday July 6th, 2017</p>	<p>9:00-11:00 am</p>	<p>“HIV & Drug Resistance” By Todd Davis (Sponsored by Janssen Therapeutics)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. As HIV multiplies in the body, the virus sometimes mutates (changes form) and produces variations of itself. Variations of HIV that develop while a person is taking HIV medicines can lead to drug-resistant strains of HIV. 2. HIV medicines that previously controlled a person’s HIV are not effective against new, drug-resistant HIV. In other words, the HIV medicines can't prevent the drug-resistant HIV from multiplying. Drug resistance can cause HIV treatment to fail. 3. A person can initially be infected with drug-resistant HIV or develop drug-resistant HIV after starting HIV medicines. 4. Drug-resistance testing identifies which, if any, HIV medicines won’t be effective against a person’s HIV. Drug-resistance testing results help determine which HIV medicines to include in an HIV treatment regimen. 	<p>AFC</p>

		5. Medication adherence—taking HIV medicines every day and exactly as prescribed—reduces the risk of drug resistance.	
Tuesday August 29 th , 2017	9:00-11:00 am	<p>“Understanding STIs” By Ernie Rodriguez (Sponsored by Gilead Sciences)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. How STIs can affect HIV infection 2. Prevention and treatment of STI 3. Etymology of STI 	AFC
Tuesday September 21 st , 2017	9:00-11:00 am	<p>“HIV and Substance Use - Clinical Options” By Richard Fabisiak (Sponsored by Viiv Health)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Overview of HIV-1 and Substance SetAbuse 2. How to discuss options with clients 	AFC
Thursday October 19 th , 2017	9:00-11:00 am	<p>“Importance of Adherence- case studies in support” By Todd Davis (Sponsored by Janssen)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Identifying factors that may contribute to non-adherence 2. Tips on implementing strategies to address barriers to adherence 3. Understanding the importance of effective communication between case manager and client in adherence to treatment 	AFC
Thursday November 16 th , 2017	9:00-11:00 am	<p>“Unintentional Weight Loss for People Living HIV” By Tania Dailey</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Understanding what HIV unintentional weight loss is 2. How do we identify patients who have this condition/ 	AFC

		<p>including what types of questions to ask patients</p> <p>3. Understanding the prior authorization process and getting patients therapy.</p>	
<p>Thursday December 7th, 2017</p>	<p>9:00-11:00 am</p>	<p>“Understanding Hepatitis-C (Sponsored by Gilead Sciences)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Hepatitis- C 101: Hepatitis C basics 2. The differences between fibrosis and cirrhosis 3. Exploring a possible cure for Hepatitis C. 	<p>AFC</p>
<p>Thursday January 18th, 2017</p>	<p>9:00-11:00 am</p>	<p>“Understanding the 3 Cs.” By Paris Mullen (Lunch Sponsored by Merck)</p> <p><i>Learning Objectives</i></p> <ol style="list-style-type: none"> 1. Isentress as the first integrase inhibitor 2. Why Isentress is a unique antiretroviral therapy 3. Uses for Isentress 4. Januvia (Diabetes Care) 	<p>AFC</p>

Supervisor's Training March 2017—March 2018

DATE	TIME	TRAINING TOPIC	LOCATION
Monday April 10th 2017 <i>This Date Is Tentative</i>	9:00-12:00 pm	"Session 1" By Caryn Curry, MA Social and Emotional Learning Consultant	AFC
Monday July 17th 2017 <i>This Date Is Tentative</i>	9:00-12:00 pm	"Session 2" By Caryn Curry, MA Social and Emotional Learning Consultant	AFC
Monday October 9th 2017 <i>This Date Is Tentative</i>	9:00-12:00 pm	"Session 3" By Caryn Curry, MA Social and Emotional Learning Consultant	AFC
Monday January 22nd 2018 <i>This Date Is Tentative</i>	9:00-12:00 pm	"Session 4" By Caryn Curry, MA Social and Emotional Learning Consultant	AFC

Mandatory Trainings March 2017—March 2018

DATE	TIME	TRAINING TOPIC	LOCATION
<p>This training is offered on two different dates, you need only choose one date to register for. Thursday May 22nd 2017 & Wednesday October 4th 2017</p>	<p>9:00 am - 4:00 pm</p>	<p>“Self-Care-Prevent Burnout” By Bruce Gasaway-Virology Specialist- Walgreens (Sponsored by Walgreens)</p> <p><i>Learning Objectives:</i></p> <ol style="list-style-type: none"> 1. Recognizing and understanding stress and burnout 2. 10 most stressful work situations 3. Stress and nutrition 4. Managing stress and avoiding burnout 5. Learn how to manage stress to prevent health problems 6. Deep breathing and meditation exercise 7. Yoga exercise 8. Healthy fun facts and nutritional recipes 	<p>AFC</p>
<p>TBD (2 Day Training)</p>	<p>9:00 am - 4:00 pm</p>	<p>“Motivational Interviewing Training” By Shaune Freeman, MSW, LCSW M.I. training consultant</p> <p>This training is mandatory for all case managers who have not attended a MI training within the last 3 years.</p> <p>Goal of Training: To enhance the HIV workforce around Motivational Interviewing counseling techniques to minimize clients’ resistance within a client/helper relationship.</p> <p><i>Learning Objectives:</i></p> <ol style="list-style-type: none"> 1. Distinguish the Transtheoretical Model/Stages of Change Theory and how it relates to Motivational Interviewing (MI). 	<p>AFC</p>

		<ol style="list-style-type: none">2. Articulate the (5) principles of motivational interviewing3. Learn how to identify signs of resistance and learn how to minimize ambivalence4. Role model MI techniques to learn successes and areas of improvement5. Learn pitfalls to avoid when conducting a motivational interview6. Identify 3 of the 7 spirits of Motivational Interviewing	
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Refresher Trainings March 2017—March 2018

DATE	TIME	TRAINING TOPIC	LOCATION
Friday August 23rd 2017	10:00 - 12:00pm - 12:00 - 1:00pm Lunch - 1:00 - 3:00pm	<p>“PROVIDE Refresher to Ensure Compliance with AFC & HRSA Standards” By Charlotte Detournay, MPH Quality Assurance & Quality Improvement Coordinator</p> <p><i>Learning Objectives:</i></p> <ol style="list-style-type: none"> 1. To review documentation of key case management metrics in PROVIDE. 2. To ensure standardization of documentation across all agencies funded by AFC 3. To ascertain case managers familiarity with ongoing changes in PROVIDE. <p style="text-align: center;">“Inflammation” By Ernie Rodriguez, Gilead Sciences</p> <p><i>Learning Objectives:</i></p> <ol style="list-style-type: none"> 1. Distinguish between short term and long term inflammation 2. Causes and treatment for inflammation 3. How to prevent inflammation 	AFC
This training is offered on 2 different dates. You only need to choose 1 of the dates to register for Thursday August 11, 2017 & Thursday February 1, 2018 <i>These Dates are Tentative</i>	9:00 am - 4:00 pm	<p style="text-align: center;">“Motivational Interviewing Refresh” By Shaune Freeman, MSW, LCSW Motivational Interviewing Training Consultant</p> <p>This refresher course is required for case managers who have taken the MI training prior. This is</p>	AFC

		<p>not for people who are new to MI.</p> <p><i>Learning Objectives:</i></p> <ol style="list-style-type: none"> 1. Review the introduction of M.I. 2. To review the trans-theoretical model (stages of change). 3. Putting theory into practice in round robin sessions 	
<p>This topic will be put on twice during the year. Wednesday July 26, 2017 and <i>Tuesday, February 8, 2018</i> <i>The Second Date Is Tentative</i></p>	<p>9:00 am - 1:00 pm</p>	<p>“Family Planning for HIV+ Individuals” MHPPPI ‘</p>	<p>AFC</p>

Quarterly Case Manager Competency Training
March 2017—March 2018

(For eligibility information please see page 3 of this document)

March 28 th – 30 th , 2017	9:00 AM – 5:00 PM	“First Quarter Case Manager Competency Training”	AFC
June 7 th – 9 th , 2017	9:00 AM – 5:00 PM	“Second Quarter Case Manager Competency Training”	AFC
Sept. 26 th – 28 th , 2017	9:00 AM – 5:00 PM	“Third Quarter Case Manager Competency Training”	AFC
Dec 12 th – 14 th , 2017	9:00 AM – 5:00 PM	“Fourth Quarter Case Manager Competency Training”	AFC