

Bureau of Nutrition and Physical Activity Training Advisory Workgroup iLinc Minutes

Date: Thursday, July 21, 2016

Time: 9:00AM – 10:00AM

Location: 150- Room 335C

Attendees:

Local Agencies: Nola Haynes- **Coconino**; Karla Alcantar- **Mariposa**; Sherrie Jameson- **Pima County**; Brenda LaBou-**Mohave**; Norma Castaneda, Elias Villafane, Yecenia Santoyo- **Adelante**; Miriam Hoda- **Desert Senita**; Willa Miller-**Yavapai**; Kim Reed- **Mountain Park**; Barbra White- **Gila**; Rochelle Figueroa- **Graham**; Sandi Veitch- **Yuma**; Brandon Boatman- **Pinal**; Brianna Morales- **Greenlee**; Emily Roy- **Maricopa**; Melissa Delfenthal- **Marana**; Diana Perez- **St Elizabeth**; Olivia Torres, Maritza Garcia- **Mariposa**; Renee Cooper- **Cochise**;
ADHS: Jaclyn Chamberlain, Shannon Murphy, Brittany Klein, Emily Davis, William Erickson, Anne Murphy, Ben Hartley, Gracie Speaker, Maggie Mack, Taffery Lowry, Celia Nabor, Kevin Watanabe

Agenda Item:	Topics and Discussion:	Action Items:			
Vote	<p>Entrée Vote</p> <ul style="list-style-type: none"> • Main training medium • Choose between #1 and #2 • Then vote on side (follow up support training) <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="background-color: #0099cc; color: white; text-align: center;">Entrée # 1 – Shared Clinic/Local</td> <td style="background-color: #0099cc; color: white; text-align: center;">PROS</td> <td style="background-color: #0099cc; color: white; text-align: center;">CONS</td> </tr> </table>	Entrée # 1 – Shared Clinic/Local	PROS	CONS	
Entrée # 1 – Shared Clinic/Local	PROS	CONS			

	<p>Foundational Content: State Provided Webinars + Accompanying Workbook in form of PDF</p>	<p>Consistent message → Front Line Track learners input and completion Good for Visual Learners (some Auditory)</p>	<p>Message not tailored No guarantee of opportunity to ask questions with trainer Processing and Reflection may be limited without facilitation Auditory may need some in-person instruction</p>	
<p>Processing and Reflection: Workbook PDF</p>	<p>Practice: Training Database + Activities in Workbook PDF</p>			
<p>Entrée #1</p> <ul style="list-style-type: none"> • Meat of the training and message comes directly from the state • Hybrid of LMS model • Webinars • Accompanying activity book • Training database to track progress • Training database for practice • No tailoring to individual agencies • Passive 				

- May be need for follow up

Entrée #2 – Local Focus/HANDS Model	PROS	CONS
<p>Foundational Content: State Provided Materials – Adjusted and Implemented by Local Agency Trainers (in-service vs one-on-one, etc.)</p> <ul style="list-style-type: none"> - Webinar? Video? - Workbook + Additional 	<p>Adults prefer to have a role in their own training development Allows for more local agency experience/ personalization</p>	<p>Time fo Not all No con unders</p>
<p>Processing and Reflection: Local Agency Facilitated + Workbook</p>		
<p>Practice: Training Database + Activities in Workbook</p>		

Entrée #2

- Meat of content from local agencies based on state provided materials
- Can add individual nuances per agency

- Time in the local agency to administer
- Not all staff receiving the same messages
- Allows for more flexibility and tweaking
- Materials include in-services, workbooks

Entrée #3 – State Provided NO SIDE	PROS	CONS
<p>Foundational Content: State Provided Demo and Materials – Provided in Regional Trainings Over 2 Days about 1 week or so prior to roll-out</p>	<p>Consistent message from State Trainers (as humanly possible) Local Agency Burden lessened In-person more effective method of delivery</p>	<p>Requires Clinic Limited Availa NO ON-SITE SU Local Agency learners (we trainers leading Potentially practice/access Regional Trave</p>
<p>Processing and Reflection: State Facilitated Discussion In-Person</p>		

Practice: May have to be done in pairs or groups or back in clinic

Entrée #3

- Meat of content delivered in person
- Like food package trainer
- May require more clinic closure to have all staff available
- Spacing may not be as close to roll out, but try to space as close as possible
- Less burden on trainers, come to state training
- Need to be out of clinic
- Materials not availability very far in advance

If Entrée #1 or #2 are chosen

- Options of a side
- HANDS Model
 - All hands on deck from state staff due to lots of agencies
 - Refresher training on site using the local trainer as the expert and guide for areas of focus
 - As close as possible to the day you go live
 - Same team on site 1-2 days for support during roll out
 - All hands on deck, not all policy experts or key trainers
 - May need another forum for answering questions and providing consistent answers
- Oregon Model
 - Mini regional

- Staff came out of the clinic to the regional training to have as many people in this as possible
- 1 week to a few days before
- Strong training team
- No on-site support during roll out

Side #1 – HANDS Model	Side #2 – Oregon Model
Refresher Training ON SITE + Support ON SITE w/ Local Trainer	Refresher Training Done Regionally by State T
Pros: As close to roll-out as possible, State staff present on site for 1 – 2 days	Pros: More Consistent Message and Policy Available
Cons: Requires more State trainers (Not consistent or all policy experts)	Cons: 1 week prior to roll/out Not as much availability – NO ON-SITE SUPPO More time out of clinic ~ 1 day

Vote

- One vote per agency

- Roll call style (numerical order)
 - Apache- Entrée 1, side 1
 - Cochise- Entrée 1, side 2
 - Coconino- Entrée 1, side 1
 - Gila- Entrée 2, side 1
 - Graham- Entrée 3, side 1
 - Greenlee-Entrée 1, side 1
 - Maricopa-Entrée 2, side 1
 - Mohave- Entrée 1, side 1
 - Navajo- not on the call
 - Pima- Entrée 3, side 1
 - Pinal- Entrée 2, side 1
 - Yavapai- Entrée 2, side 1
 - Yuma- Entrée 2, side 1
 - Cocopah- not on the call
 - Marana- Entrée 2, side 1
 - Adelante- Entrée 2, side 1
 - El Rio- not on the call
 - Mariposa- Entrée 3, side 1
 - St Elizabeth's- Entrée 1, side 2
 - Desert Senita- Entrée 1, side 2
 - Mountain Park= Entrée 1, side 1

Will follow up with agencies not on the call to see if they can have a vote

Entrée 1= 8

Entrée 2= 7

Side 1= 15

Side 2= 3

Final Choice

Entrée 1

Side 1

Reminders

	<ul style="list-style-type: none"> • This is HIGH LEVEL <ul style="list-style-type: none"> – Content may require some adjustment • Support will be provided <ul style="list-style-type: none"> – “Ahead of time” information will be provided – Train-the-Trainer (if Entrée 1 or 2) – Roll-out and follow up support and communication • Participant perspective component • Plan for flexibility or problem-solving <ul style="list-style-type: none"> – HANDs and eWIC in our state in infancy stages – Changes may happen rapidly – Could be major or minor – Lessons learned from HANDS- this could be stressful at all levels – Will likely happen again – Fire vs non-fire problem solving – Set the expectation that there will be hiccups 	
Next Steps	<p>Next Steps</p> <ul style="list-style-type: none"> • Results go to Celia and Directors for approval via Decision Matrix <ul style="list-style-type: none"> – We make recommendation as training representatives – Discussed during Directors Call – Write up and survey vote <ul style="list-style-type: none"> • Three agencies not present today • Usually this means they have abstained. Due to the vote being closed, need to double check there is no caveat regarding the results. • Preparing stage <ul style="list-style-type: none"> – Pre-work <ul style="list-style-type: none"> • Work starts now • Without details of the content – Ahead of time information plan and content – Materials and videos 	
Update on LMS Courses	<p>LMS Course Updates</p> <ul style="list-style-type: none"> • Two new courses • Need to be assigned to all staff 	Jaclyn – Course placement will be announced in Mon email with course details

- Need to assign appropriately
- HANDS Part 1 and Assessment
 - Ready to be assigned
 - Assigned to...
 - All staff?
 - New employees only from here on out?
- Reminders:
 - Required for NEW employees effective Oct 1, 2016
 - Current staff can take this and assessment course can count for continuing education hours
 - HANDS has a guidebook, Assessment does not...yet
 - Can assign to all new employees, and existing employees assigned on a separate learning plan that is optional courses. Can assign to new employees only.
 - Will need to follow up NE hours for the course. 4-6 hours?
 - Once in the system, cannot flag as a clerk or not. Cannot differentiate to assign the courses
 - Is there a way to make optional for all existing, but make required for some existing staff? Yes
 - Include in the optional learning plan.
 - Will not come up as required.
 - Has not yet been assigned to any new staff.
 - October 1- will become required for new employees.
 - Course details will be provided in the WIC Weekly Update
 - Will be assigned to the learning plans
 - Already loaded to TRAIN, just not yet assigned
 - HANDS
 - Workbook designed to help more hands on, as LMS course is surface level
 - Guidebook went through review
 - Will be posted in TRAIN as all the guidebooks are currently done now
 - HANDS guidebook is NOT the same as the HANDs workbook we use now

	<ul style="list-style-type: none"> • Assessment course <ul style="list-style-type: none"> • Does not yet have a guidebook • Trainers will need to improvise at this time 	
Announcements	<p>Jaclyn</p> <ul style="list-style-type: none"> • Resigning as training post • Last day, August 11th • Working Part Time for a non-profit- Pinnacle Prevention • Will miss all of you! • Thank you all for doing what you do! • Will work with WIC on some capacity 	
Transition Plan	<p>Transition Plan</p> <ul style="list-style-type: none"> • Pilot of Boot Camp <ul style="list-style-type: none"> – Jaclyn facilitate – Continue on as plan • Future Roll-Out <ul style="list-style-type: none"> – Anne Whitmire – Does amazing with all things training • eWIC <ul style="list-style-type: none"> – Broken up among people – Lead- Anne Whitmire until they find someone else for this project • LMS Course Work <ul style="list-style-type: none"> – Need big comprehensive, evidence based way of evaluating the coursework – Ben, Gracie and Brittany have talked about this and everyone is working to find a way to keep this moving forward • TAG <ul style="list-style-type: none"> – Will continue – Will select co-leads for next year • TOTT <ul style="list-style-type: none"> – Study currently underway – Complete at the end of the year – Data will come back and be disseminated • Tool-kits 	

	<ul style="list-style-type: none">– Need to finalize– Various people sending this out– Toddler feeding toolkit, but does have TOTT messages, so cannot release yet at this time• Humans of WIC<ul style="list-style-type: none">– Went to participants home– Will be incorporated into bootcamp– Theme of bootcamp– Showed a clip of it to Pima county earlier this week– Being edited currently• Linda Yee will take over as Mtn Park consultant• GTHM training<ul style="list-style-type: none">– Ben and Gracie– Will continue as usual	