

Trust Training Cooperative FY11 Work Plan:

The mission of the TTC is to promote career development opportunities for direct service workers* and their supervisors engaged with AK Mental Health Trust beneficiaries, by ensuring that technical assistance and training is accessible and coordinated by:

*Direct service worker is a position that requires a bachelor’s degree or less and works at least 75% directly with consumers

Goal 1: Leading and partnering with training entities

Performance Measure # 1: Coordination of training entities will be facilitated and maintained

Objective	Specific Tasks	Lead Person	Monthly Time Line (FY11: July, 2010 – June, 2011)											
			1	2	3	4	5	6	7	8	9	10	11	12
1.1 Convene quarterly meetings of the AK Training Advisory Council	a) Review AK Training Advisory Council membership and identify missing trainings entities.	Cauble	X			X			X			X		
	b) Ensure that other training entities receive information about the Council and are invited to future meetings.		X			X			X			X		
	c) Review and update Training Inventory Matrix cross-walked with core competencies.		X			X			X			X		
	d) Identify gaps/missing training areas.		X			X			X			X		
	e) Identify strategies for addressing gaps and collaborative activities.		X			X			X			X		
1.2 Utilize the LMS for AK Training Advisory Council and others as a clearing house of training.	a) Maintain an electronic catalogue of listed trainings, registration, payment process, and tracking training.	Hofstetter & Trg. Coordinator	X	X	X	X	X	X	X	X	X	X	X	X
	b.) Continue to market LMS tool to training entities and provider groups.	Cauble/Trg. Coordinator	X	X	X	X	X	X	X	X	X	X	X	X

Goal 2: Brokering and facilitating non academic training based on identified training gaps and provider need														
Performance Measure # 2: Technical assistance process will be developed and implemented to address training opportunities, training needs and gaps identified by providers serving Trust beneficiaries.														
Performance Measure # 3: Provide documentation to determine participant demographic information, unduplicated count of training participants, number of agencies, types of agencies, number of staff providers trained that serve specific beneficiary groups, and location of agencies of employees participating in trainings.														
Performance Measure# 4: Percentage of participants attending TTC sponsored events will increase their knowledge and use the information information/knowledge in their work with Trust beneficiaries (pre/post evaluation).														
Performance Measure # 5: 20 trainings (10 in rural locations and 10 in urban areas) will be coordinated and/or supported utilizing tools to assist with training delivery.														
Objective	Specific Tasks	Lead Person	Monthly Time Line (FY11: July, 2010 – June, 2011)											
			1	2	3	4	5	6	7	8	9	10	11	12
2.1Provide Technical Assistance (TA) process for Providers	a) Develop process for agency to agency TA (identify goals, objectives, timelines, & outcomes).	Cauble/Trg. Coordinator	X											
	b) Market availability of agency to agency technical assistance.	Cauble/Trg. Coordinators		X	X	X	X	X	X	X	X	X	X	X
	c) Coordinate provision of TA. d) Evaluate TA: number and type of training/technical assistance events; amount of resources provided.	Ward/ Research team		X	X	X	X	X	X	X	X	X	X	X

2.2 Facilitate training to meet priority needs	<p>a.) Coordinate a minimum of 20 training events that address core competencies/ critical practice skills including: Care of the Elderly, Frontline Leadership Institute, Elders Conference, Full Lives Conf., Leadership & Supervision Learning Networks, School on Addictions & BH & others.</p> <p>b.) Develop quarterly training priorities with TTC Advisory Board Committee to meet training needs.</p>	Cauble/Trg Coordinators	X	X	X	X	X	X	X	X	X	X	X	X
2.3 Evaluate brokering and facilitation of training	<p>a) Collect Participant data: unduplicated count of training participants, participant job type, number of agencies represented by participants, type of agencies & beneficiaries served; venues, delivery method & use of technology; number of contact hours.</p> <p>b) Collect Utilization data: number of participants accessing training information on the LMS, number of agencies using TTC LMS for marketing, number of LMS users using portfolio for tracking of training.</p> <p>c) Administer Pre/post test of</p>	Cauble/Ward /Research Team	X	X	X	X	X	X	X	X	X	X	X	X
			X	X	X	X	X	X	X	X	X	X	X	X
			X	X	X	X	X	X	X	X	X	X	X	X

	<p>knowledge in defined competency areas for every training event sponsored by the TTC; Collect participant satisfaction;</p> <p>d) Conduct an annual survey of agency administrators to determine relevance, effectiveness, and accessibility of TTC activities from the provider perspective. Conduct an annual survey of training entities and providers to determine the benefit of the LMS system.</p> <p>e) Collect post training data on how information will be used;</p> <p>f) Conduct an annual survey of participants to determine whether they are still employed in the field and whether any have been promoted.</p>												X	
			X	X	X	X	X	X	X	X	X	X		X
														X

Goal 3: Utilizing tools that assist with training delivery: distanced, travel stipends, other support														
Performance Measure # 6: # of agencies and participants using the LMS system tools.														
Objective	Specific Tasks	Lead Person	Monthly Time Line (FY11: July, 2010 – June, 2011)											
			1	2	3	4	5	6	7	8	9	10	11	12
3.1 Utilize distance delivery technology to increase access	a) Identify and conduct trainings that can be delivered at a distance.	Cauble & Trg Coordinators	X	X	X	X	X	X	X	X	X	X	X	X
	b) Identify trainings that can be archived through video and disseminate DVD's.		X	X	X	X	X	X	X	X	X	X	X	X
	c) Use website to post training resources and disseminate.		X	X	X	X	X	X	X	X	X	X	X	X
	d.) Assist agencies to access distance delivery strategies.		X	X	X	X	X	X	X	X	X	X	X	X
3.2 Promote LMS to agencies & participants to use LMS training portfolio	a) Conduct outreach at each training if possible about the training portfolio.	Cauble/Trg. Coordinators	X	X	X	X	X	X	X	X	X	X	X	X
	b) Provide technical support for users.	Hofstetter/Trg Coordinators	X	X	X	X	X	X	X	X	X	X	X	X
3.3 Market TTC to providers, organizations and direct service workers and their supervisors	a) Convene brainstorming meeting of selected Advisory Committee members, members from Marketing subcommittee (Workforce Development Initiative)& TTC staff to develop marketing strategies for FY 11	Cauble/Trg. Coordinators/ Advisory Committee members	X	X	X									
	b) Implement top three strategies	TTC Staff			X	X	X	X	X	X	X	X	X	X

