


FUNDAMENTALS OF DISASTER MENTAL HEALTH PRACTICE

Training Guidance 2016

Following more than a year of effort the OMH *Fundamentals of Disaster Mental Health Practice* is complete and ready for implementation as our new **core curriculum for training responders**. The new training features some formatting changes, as well as, integrating knowledge and lessons learned in DMH since *DMH: ACR* was introduced in 2005.

Maintaining a competent cadre of DMH Responders will call for a combination of support on the part of OMH providing **you** with the information and logistical assistance **you** need to effectively organize and train potential responders matched by your active cooperation in creating and presenting trainings.

Like keeping responders informed of developments in the field via the "**DMH RESPONDER**" newsletter
OR
assisting in organizing and administering trainings

We depend on your familiarity with the DMH training processes and procedures and your effective follow through in helping us maintain the system of qualified DMH Responders and have revised some procedures to clarify and simplify the process. **Look for the  symbol which indicates a new or revised process.**

General Training Guidelines —these apply to both OMH and Healthcare training unless otherwise stated under the *Organizing Healthcare Trainings* section on page 4

1	OMH DMH training is intended primarily to prepare RESPONDERS to support Assistance Centers, Shelters, PODs, and/or assist victims, family members and colleagues following and critical event. Participants are expected to meet the minimum qualifications of an advanced degree in a mental health field, or be a Registered Nurse with psychiatric experience, or have CASAC licensure. Requests for exceptions must be made with BEPR for review and approval. Note: Commitment to respond is not a requirement.
2	OMH DMH training may only be provided by those who have received the OMH Train-the-Trainers certification for successfully completing the <i>Fundamentals of DMH Practice</i> TTT training.
3.	ALL trainings must adhere to the subject matter material and procedures included in the Instructors Manual. No substitutions, additions, or deletions can be made from the curriculum without the expressed consent of the OMH Director of BEPR.
4.	Trainings are conducted by teams of two co-facilitators both certified to train the OMH <i>Fundamentals of DMH Practice</i> curriculum.

GOING FORWARD



- The organization of DMH trainings will continue to be a collaborative effort with staff in the BEPR and you.
- As described in the next section, BEPR will coordinate registration and both pre and post-training communication with class participants.
- BEPR will be available to provide support in your efforts to organize trainings. This could include working with you to identify potential partners who might be willing to work with you to sponsor training and/or help with communicating a scheduled training to interested parties beyond your facility/agency.
- BEPR can assist you in obtaining training materials for your participants.

ORGANIZING TRAINING



To begin planning DMH training first notify the BEPR at the earliest opportunity in advance of your desired date for training. Be prepared to provide information on each the following items:

- The dates, time, and location of your intended training.
- A description of the prospective participant population you're intending to reach with the training (i.e., OMH staff, county mental health, independent MH practitioners, etc.).
- Email the information and names of the 2 instructors to DMHOMH@omh.ny.gov. Please make sure to include their names and information so they may be contacted directly as necessary.
- If you wish BEPR to identify trainers please provide information on the point-of-contact at your facility/agency that will be handling the organizing of the training.

REGISTRATION



- Registration for trainings will be managed through BEPR.
 - Each registrant must use the registration form that will be provided to interested participants by either the training sponsor or BEPR. The participant then returns the registration form directly to BEPR.
 - BEPR will prepare rosters which will be sent to instructors in advance of your training.
 - BEPR will supply all class participants with confirmation notices and the pre-class material including:
 - Specifics on location, class times
 - Advance reading: Disaster Characteristics
 - Information on taking PFA On-Line (via DOH Learning Management System)
- <https://www.nylearnsph.com/Public/default.aspx>

TRAINING MATERIALS



A Sign-In Sheet will be provided to the trainers before the training which will be pre-populated with class registrants.

- Upon the completion of the training a copy of the course Sign-In Sheet is to be submitted to BEPR.
- Sign-In Sheets may be forwarded to BEPR using one of the following methods:
 - Email—please scan the Sign-In Sheets (saved as Adobe PDF) and send to: DMHOMH@omh.state.ny.us.
 - Mail to: Office of Mental Health, BEPR—8th Floor, 44 Holland Avenue, Albany NY 12229

PARTICIPANT SIGN-IN



▪ All the materials you will need to teach are in the files sent to you upon completion of your instructor training. *If you no longer possess the files request new copies from BEPR.* Those files include:

- Trainer’s Manual (inclusive of Exercise materials)
- Training slide deck
- Participant Manual
- Assistance in obtaining Participant Manuals for attendees is available via BEPR. Please contact Cathy Bieg (DMHOMH@omh.ny.gov) or by phone at (518) 473.9556.

POST-TRAINING EVALUATIONS



Participant Post-Training Evaluation forms will be forwarded to participants prior to training with the other course materials. To ensure that participants have access to the form the questionnaire can also be distributed by you at the end of the training session.

- Completed forms can be returned electronically or scanned and returned via email by the participant to BEPR at: DMHOMH@omh.state.ny.us.
- **NOTE:** if the training includes Social Work CEs these forms **MUST** be returned or no credit will be recorded.

Additional Information



- Social Work Continuing Education accreditation has been applied for—additional information will be forthcoming.
- Certificates of completion will be sent to participants following the return of Sign-in sheets to BEPR.

Technical Consultation and/or Questions?

For questions pertaining to participant eligibility criteria, logistical issues such as minimum/maximum training capacities, or other program questions contact:

OMH (518) 473.9556 DMHOMH@omh.ny.gov.

ORGANIZING HEALTHCARE (HC) TRAININGS

HC

Going Forward

- The organization of DMH trainings will be a collaborative effort between the Regional Training Centers and the trainers.
- As described in the section below the RTCs will coordinate registration and will provide you with updated rosters.

HC

Organizing Training

When you are planning the DMH training you should notify your RTC at the earliest opportunity and should be prepared to provide the following information:

- The date, time, and location of your intended training; and
- The names of the two instructors who will be teaching the course

HC

Registration

- Registration for training will be managed through your RTC and will include the following:
 - Developing a training announcement
 - Posting training on the NYSDOH Learning Management System with an evaluation
 - Providing each trainer with a copy of training announcement for distribution
 - Posting training to HEPC calendar
- Trainers will be responsible for communicating with registered participants pre and post training. This includes providing registered participants with the following material:
 - Advance reading: Disaster Characteristics
 - Information on taking PFA On-Line (via DOH Learning Management System)
<https://www.nylearnsph.com/Public/default.aspx>.
 - Participant Manual

HC

Sign-in Sheet

- A sign in sheet should be prepared by trainer and should include name of registrant, hospital name, email and a signature line. This information can be obtained from roster that is provided by RTC.
- After the training is conducted the completed sign in sheet should be provided to the RTC so attendance can be completed in the LMS for each attendee. The RTC will then forward sign-in sheets to NYSDOH OHEP Regional Representative.

HC

Training Materials

All the materials you will need to teach are in the files sent to you upon completion of your instructor training. These files include:

- Trainer's Manual (inclusive of Exercise materials)
- Training slide deck
- Participant Manual (trainer should print copies for attendees)
- If you no longer possess the files you may request new copies by emailing: prepedap@health.ny.gov

An evaluation must be completed in the LMS in order for each participant to download their completion certificate.