

GUIDELINES FOR MHCR TRAINING

Asynchronous & Synchronous/Online
Remote via Zoom

LSU Health
NEW ORLEANS
School of Public Health



DISCLAIMER

This training, along with the Louisiana Crisis Response System, is all a work in progress and is developing in real time, and we expect it will evolve and improve over time. You'll have a number of opportunities to 'progress' and 'develop' with us through coaching sessions and possible learning communities. We want to learn from you as much as we are offering you opportunities to learn from us. As a reminder, the State has mandated successful completion of the training prior to organizations being able to contract for and render services.

TRIGGER WARNING

Due to the nature of the work and throughout the training, various mental health crises will be discussed, and individuals, including Peer Support Specialists, may choose to share their lived experiences navigating crises, such as but not limited to suicide. We acknowledge that mental/behavioral health crises can happen to anyone, and people have varying levels of experience, whether direct or indirect, when it comes to crises. Some of these topics may be difficult and challenging. If, at any point throughout the training, you feel the need to step away, please do so and notify your supervisor.

TRAINING EXPECTATIONS

1 BE PREPARED

Our goal has been to make this training respectful and responsive to the flexibility of the modern workforce, and as such, your presence and participation is critical to the successful completion of this training.

- The Center hosts are here to assist with any questions you may have. Please go to E2PLearn for more information under "Contact Us."
- A [How-To-Guide](#) is also available as a resource.
- Please keep up with any materials (i.e. readings/videos) on E2PLearn prior to attending the online/remote trainings. We will send email reminders for this, but please check under each module title before you attend the day of training to be prepared.
- Please keep the [training agenda](#) at hand during the entire training.
- There will be post-tests on E2PLearn that must be completed. The passing score for each module is 80%.
- Certificates of completion will not be issued to those who have not completed the training requirements.

2 PARTICIPATION IS CRITICAL

Grab your coffee or tea, log out of your email, and be present in the training. We have limited time for the live events and a great deal of information to cover.

- In keeping with professional CEU guidelines, credit will not be offered if more than 15 minutes per half-day of training (that isn't a scheduled break) is missed.
- If you need to take any break throughout that isn't an assigned break, feel free; however, we will continue through the material. Please make sure your camera is not off for more than 7 minutes.
- We understand urgent personal and job matters come up. If you have to leave training participation (including staying on camera but engaging in other activities outside of training) for more than 15 minutes, you and your supervisor will be notified so you can reschedule your training participation. We want you and your fellow trainees to get the most out of the training.
- Please refrain from using your phone to attend training. Please collaborate your supervisor to ensure you are able to use a computer with mic and video functionality.
- We recognize the diversity in professionals (LMHPs, LPCs, PRSS, RNs, etc.) undergoing this training and invite individuals to bring their expertise and lessons learned from the field to the training. For example, LMHPs have applied this throughout their careers – how have you seen this practice?

This is a collaborative effort, and so, you will be asked to:

- Your cameras are required to be on. Please work with your supervisor to ensure you have a camera.
- When you log into Zoom, make sure you are logging in under your own name. We are unable to verify participation if you attend the training under another individual's name.
- DO NOT use the call feature on Zoom. Using the call feature does not allow you to participate via chat or breakout rooms, nor does it allow you to see the training. Your training will not count as complete if you do so. In other words, you will need to be on a computer or other device that allows you to see a screen being shared.
- Be sure to stay on mute as the trainer is speaking, but feel free to unmute yourselves throughout the training to ask questions and participate throughout the session.
- Make sure you use the chat if that makes you more comfortable. Using the chat counts as participation!
- Raise your hand by using the 'Raise Hand' function if you don't feel you are getting a chance to speak.
- Please do **NOT** drive while on the training. This is not only for participation purposes but also for your safety.
- Center staff and trainers will be monitoring for comments and questions.
- Closed Captioning can be provided.

3 FEEDBACK AND SUGGESTIONS

- Your feedback and ideas are critical! We'll keep a "parking lot" for ideas and suggestions mentioned throughout this training for future trainings.
- You must fill out an evaluation before you exit the last day of training, so we can issue Certificates of Completion.