



MENTAL
HEALTH
FIRST AID™

www.MentalHealthFirstAid.org

**Project AWARE-Community and Mental
Health First Aid: What's Next?**
An informational webinar for Project AWARE-C grantees
Monday, November 23, 2015

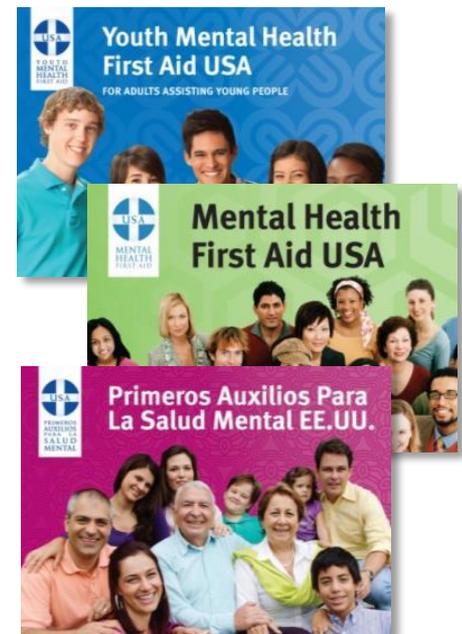
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What we'll cover today

- 🇺🇸 Mental Health First Aid 101
- 🇺🇸 Project AWARE-C Mental Health First Aid Activities
- 🇺🇸 Frequently Asked Questions
 - > Who should be trained as an instructor
 - > How should the course be delivered
 - > What materials are needed
 - > What is the application process
- 🇺🇸 Getting Instructors Trained
- 🇺🇸 Additional Resources for Grantees
- 🇺🇸 Open Q&A



“ It really gives you the skills you need
to identify—and ultimately help
—someone in need. ”

- First Lady Michelle Obama
on being trained in Mental
Health First Aid



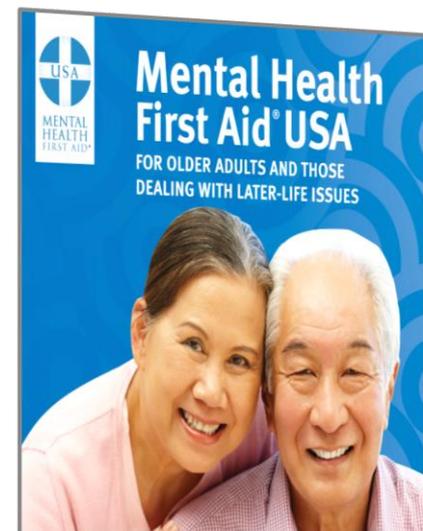
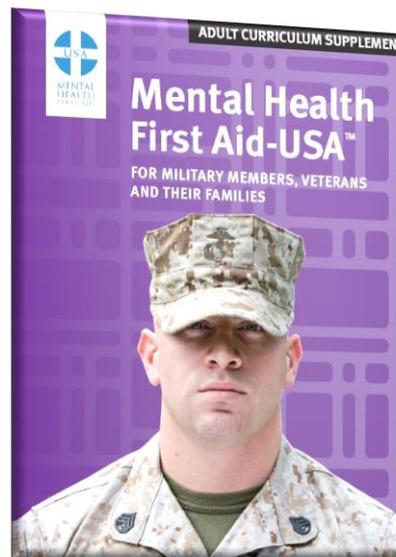
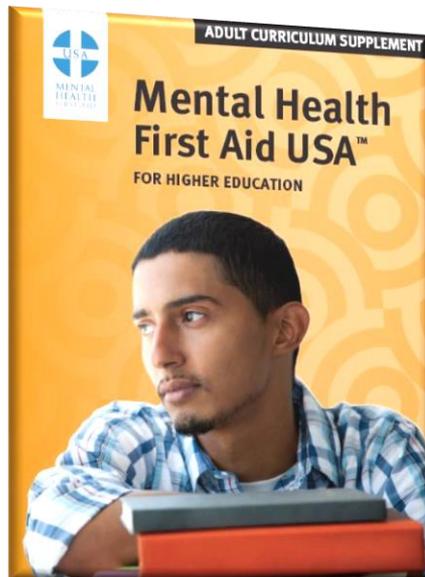
Mental Health First Aid 101



- USA Adapted from Australia to the US in 2008
- USA Teaches individuals how to help people developing a mental illness or experiencing a crisis
- USA Supported through the National Council for Behavioral Health, in collaboration with the Maryland Department of Health and Mental Hygiene, and the Missouri Department of Mental Health
- USA Youth and Adult Curricula available in English and Spanish



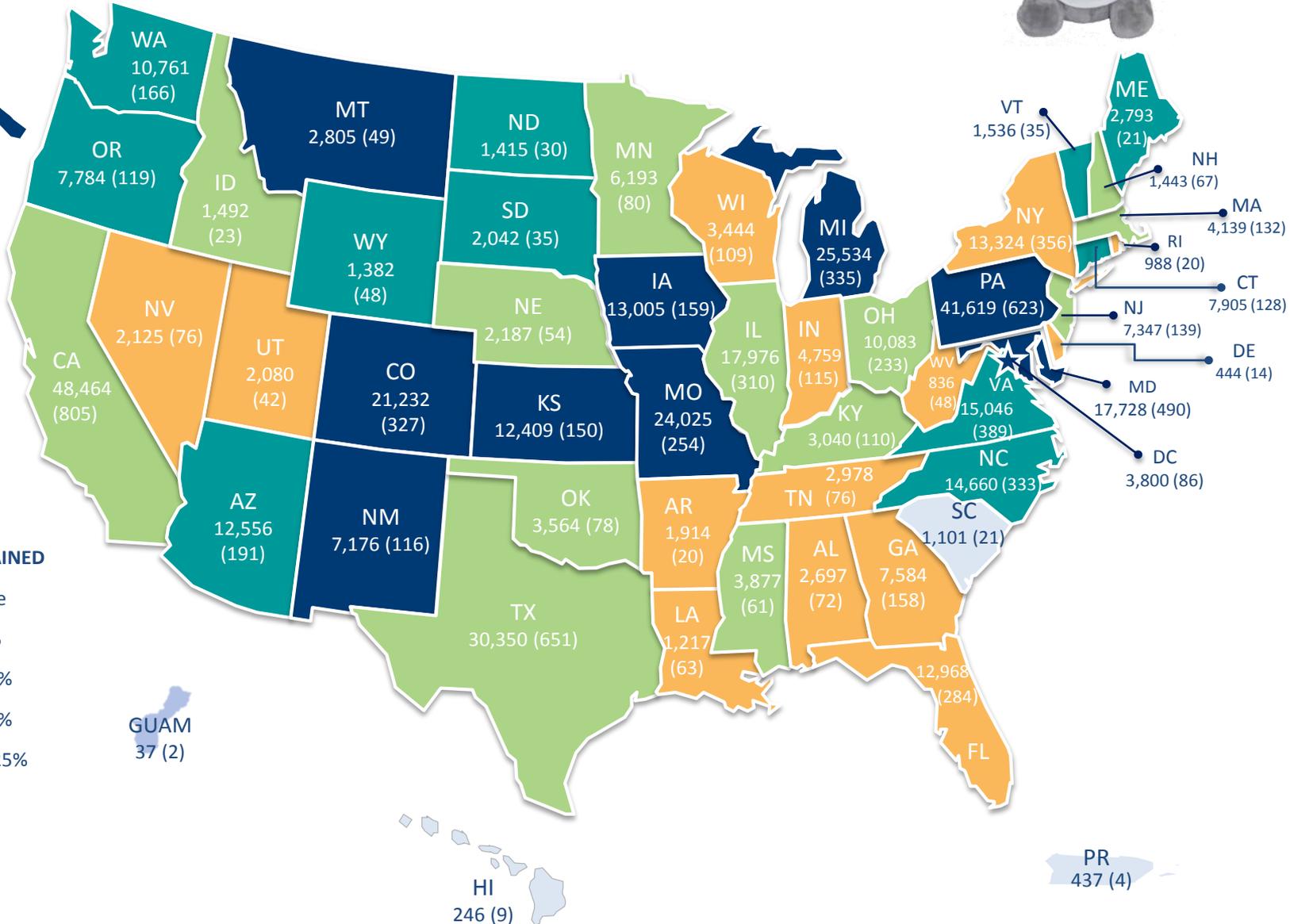
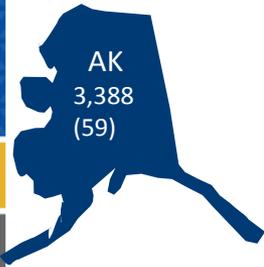
Mental Health First Aid: Adult Curriculum Supplements



- Audience-specific slides, statistics, videos and related content
- Available to certified Adult instructors only
- Supplement fee: \$50 per instructor for access to DVD, teaching notes, slides and associated materials

ALGEE-OMETER

More than 450,000 First Aiders in the US
Trained by more than 8,000 Instructors



PERCENTAGE OF POPULATION TRAINED

- 0.25% or more
- 0.15%-0.249%
- 0.075%-0.149%
- 0.026%-0.074%
- Less than 0.025%

Poll Question: How do you plan to get your instructors trained?

-  We plan to host an on-site training
-  We plan to attend a National Council hosted training
-  We already have our instructors trained
-  We're not sure



What can we help you with?

Instructor Certification Training

- > Attending a National Instructor Certification Training
- > Hosting a MHFA Instructor Training
- > Best Practices

Instructor Support *(see grantee manual section 4)*

- > Getting Started as an Instructor
- > Presentation Tips
- > Webinars
- > Connect to existing instructors

Marketing Materials

Data Requests *(by zip code)*

Email: projectaware@thenationalcouncil.org

Project Aware-C: Mental Health First Aid Activities



69 grantees



Focus

> Youth

> Transitional age youth



Training Plan: 500+ Instructors *(Year 1)*

> *Schedule within the first 60 days of award*

Project AWARE-Community Awardees: Adult Mental Health First Aid



NOTE: We will be posting additional January, February and March National Council hosted trainings in the coming weeks based on grantee needs and geographic locations. We will send all additional dates to grantees when available.

Project AWARE-Community Awardees: Youth Mental Health First Aid



NOTE: We will be posting additional January, February and March National Council hosted trainings in the coming weeks based on grantee needs and geographic locations. We will send all additional dates to grantees when available.

FAQs: Becoming an Instructor

- ⊕ Who can become an instructor?
 - ⊕ Who *should* become an instructor?
 - ⊕ What is the instructor's role in teaching the course?
 - ⊕ What responsibilities do instructors have?
-
- ⊕ CEU's are now available for the Youth and Adult Instructor Certification training through the National Association of Social Workers (NASW)
 - > *Note: No NASW CEUs are offered through MI, NY, WV, NJ, ID, OR*

FAQs: Instructor Certification



- 🇺🇸 How are instructors certified?
- 🇺🇸 How do instructors maintain certification?
- 🇺🇸 If I am an instructor, may I certify other instructors?
- 🇺🇸 Can a certification be transferred to another individual at the same organization?
- 🇺🇸 What if the individual already has certification in Adult Mental Health First Aid?

FAQs: Provisional Status

What is Provisional Instructor Status?

- > Certified to teach YMHFA or MHFA
- > Instructor must co-teach with a fully certified instructor
- > To move from Provisional to fully certified status an instructor must pass an evaluation from National Council
- > Instructor must teach 2 courses prior to making the request for evaluation from National Council
- > Instructor may remain in this status for up to 1 year

FAQs: Course Delivery

- ✚ Can instructors break the curriculum up into sections?
 - > One 8-Hour Session
 - > Two 4-Hour Sessions
 - > Four 2-Hour Sessions
 - > Courses taught in two 4-hour sessions should not be scheduled more than two weeks apart, and should occur weekly if taught in four 2-hour sessions
- ✚ Once someone is an instructor, how many people can s/he train at a time?
- ✚ How much time can elapse between these sections?
- ✚ Can an instructor teach the course alone, or does s/he need a training partner?

FAQs: Youth as First Aiders

Can youth be trained as First Aiders?

- > Mental Health First Aid and Youth Mental Health First Aid courses are designed for participants at least 18 years of age
- > Youth ages 16-17 may be allowed to participate provided they have a signed parental or guardian permission slip
- > We encourage the use of an application or screening process that demonstrates the leadership and maturity level of the first aider candidates

FAQs: Course Materials and Evaluation

- ⊕ What room capacity is needed and how should it be set up?
- ⊕ Do I need to include resource lists?
- ⊕ Does every participant need a manual?*

 - > *Once an individual becomes a certified instructor, s/he can purchase manuals

- ⊕ Does every participant need to complete an evaluation?

FAQs: Submitting an Application

- ⊕ Does everyone need to submit an application to become an instructor?
- ⊕ How does someone submit an application?
- ⊕ When will the candidate hear back about his/her application?



Getting Instructors Trained

 Grantees have multiple options for instructor trainings:

> **Currently Available National Trainings**

Youth MHFA

- Sacramento, CA December 14-18, 2015
- Oklahoma City, OK January 11-15, 2016
- Columbia, SC January 25-29, 2016

Adult MHFA

- Dayton, OH December 7–11, 2015
- Washington, DC December 14–18, 2015
- San Diego, CA January 18-22, Jan 2016*

> **On-Site Hosted Trainings** (*Flat fee for up to 30 participants*)

> **Additional National Trainings** (*Initially Project AWARE only*)

- Created to meet demand of Project AWARE—posting next week
- Up to 15 participants over 3-4 days (*Still 32 hours of content*)

Contracting for On-Site Instructor Trainings

- ⊕ Contracting turn-around is between 7-10 business days
- ⊕ Standard payment terms are 50% 30 days prior and 50% within 30 days following
- ⊕ Purchase orders are accepted (payment within 30 days following the training)
- ⊕ Sample standard agreements are available if National Council must sign the host's contract

Let us know if:

- ⊕ Vendor registration is necessary
- ⊕ Additional documentation is needed (e.g. W-9)



Hosting Your Own Training

- ⊕ What to keep in mind for the Instructor training:
 - > Cost is a flat fee of \$35,000
 - > Training for up to 30 attendees
 - > 2 National Trainers will be provided
 - > Maximum of 4 expedited participants will complete the training in 3 days (*previously certified Instructors only*)*

- ⊕ Please be prepared to complete the following tasks:
 - > Select and provide a training location (*2 rooms with A/V needed*)
 - > Recruit participants and market the course
 - > Provide catering (*if desired*) during the week
 - > Review and evaluate submitted applications (*using our standard application and review documents*)

What does the On-Site Training Host fee include?

-  Pre-program planning and assistance
-  Trainer fees for two nationally certified trainers
-  Trainer travel and per diem costs
-  Trainer lodging
-  Program materials for each participant
-  Training materials, supplies, processing and shipping
-  National Instructor network initiation, ongoing technical assistance and direct support

Host Toolkit for On-site Trainings

- 🇺🇸 Training Set-Up & Application Process Agreement [*signature needed*]
- 🇺🇸 Checklist for Host Sites
- 🇺🇸 Room & A/V Needs Document
- 🇺🇸 Instructor Training Agenda Template
- 🇺🇸 Shipping & On-Site Contact Information Form [*complete & return at least 3 weeks before training*]
- 🇺🇸 Application Packet Template
- 🇺🇸 Instructor Candidate Application Evaluation Form
- 🇺🇸 Participant Contact List Template [*complete & return at least 2 weeks before training*]
- 🇺🇸 Training Details Email Template
- 🇺🇸 Host Sites Frequently Asked Questions
- 🇺🇸 Instructor Training Press Release Template

Example: Training Set-Up & Application Process Agreement

■ TRAINING ROOMS & AUDIOVISUAL (A/V) SET-UP

_____ <Host> agrees that the two national trainers can gain access to the main training room at least 45 minutes prior to the training start time on the first day of the training, in order to set up prior to participants' arrival.

_____ <Host> agrees to ensure one room is reserved for all five days of the training, with ample room for 30 trainees (plus the two trainers) seated at multiple tables (round, or otherwise).

_____ <Host> agrees that additional breakout room is reserved beginning on the third day at 1:30pm, and continuing through the end of the training on the fifth day. This room will easily hold half of the trainees (plus one trainer) seated at multiple tables.

_____ <Host> agrees that both training rooms will be equipped with a projector and a projector screen for all days of the training.

New Host Site Toolkit: Steps to Success



HOST TRAINING SITE

Steps to Success

Congratulations on becoming a Mental Health First Aid host site! Below you will find a step-by-step guide to prepare for and conduct your instructor training course.

This guide allows you to see a complete view of the Instructor Training Host process, giving you as the host organization an easy reference guide to relevant dates and requirements within the hosting process. The reverse side of this document contains fillable fields to help you track important dates relevant to your specific training event. More details can be found in the Checklist document provided to you in your host site toolkit. Contact MHFA USA at any time with questions.

- 12 **Post Training & Financials**
Within 30 days following the completion of your training week, you may receive followup emails or phone calls from MHFA USA to reconcile any outstanding financial or administrative tasks.
- 11 **What Now?**
You will be sent a quality survey and a post-training document with information for your newly-trained instructors. Please respond to the survey within 30 days.
- 10 **Training Week**
The week of your training has arrived! Contact MHFA USA with any problems or concerns. MHFA USA will provide you, via email, information about what to do following your training.
- 9 **Pre-Training Preparations**
The week leading up to your training, you will receive emails from MHFA USA informing you of the contents of the training box being shipped to you, and the tracking number.
- 8 **Applicant Scoring**
Review all participant applications using the standard scoring rubric. Scan all rubrics and submit to MHFA USA for review.
- 7 **Confirm Details**
Via email, confirm with MHFA USA details for shipping, venue address, and any participants to-date. You will be notified of the names of the National Trainers who will be conducting the training at your site.
- 6 **Return Signed Contract**
Sign and return contract to MHFA USA within 7-10 business days.
- 5 **Receive & Review Contract**
A contract will be sent to you containing the details of your training agreement with MHFA USA.



HOST TRAINING SITE

Important Dates

Important dates to be aware of as you set up and prepare for your instructor training event. Fill in the dates for Step 1 and Step 10, and the remaining items below tell you important deadlines and time frames. This form should be used as a "Steps to Success" document found on the reverse side of this sheet. If you are having trouble meeting these deadlines or requirements, contact Mental Health First Aid.

- 12
- 11
- 10
- 9
- 8
- 7
- 6
- 5

What Now?

Deadline to return supplies and complete survey: [Fill-in date: Seven days following training]

Pre-Training Preparations

Watch for important emails containing information on what you should expect in the week leading up to your training event.

Confirm Details

Deadline to confirm logistical information: [Fill-in date: Thirty days prior to training]

Receive & Review Contract

[Fill-in date:

Additional Resources for Grantees

Coming soon:

 Updated Instructor Training Host Site Toolkit and Video

Available now:

 Becoming an Instructor Guidance

 Archived Webinars

 Refresher Videos (Mental Health First Aid)

 ProjectAware@thenationalcouncil.org

What other questions do you have?



Mental Health First Aid USA Team

PRIMARY CONTACT:

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For general grant questions, please direct them to your grant project officer.

Michelle Bechard, Team Lead

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OUR TEAM:

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- **Mary Wichansky**, *Program Director*

THANK YOU!

www.MentalHealthFirstAid.org

www.TheNationalCouncil.org

MHFA-Project AWARE Web Page

(coming soon)

[*http://www.mentalhealthfirstaid.org/cs/now-time-project-aware-mental-health-first-aid-grants/*](http://www.mentalhealthfirstaid.org/cs/now-time-project-aware-mental-health-first-aid-grants/)



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