

FY24 SUPP Training and Additional Requirements

SUPP staff have one year from their date of hire to complete all required trainings. To ensure staff have the knowledge and skills to best perform in their positions, it is recommended that they complete the required trainings as soon as possible. Once the training requirement has been met for a course, staff do not need to retake the course each fiscal year (staff must retain their training certificates for proof of attendance).

- [Groupsite Membership](#)

All SUPS, CSUPS, and SRSUPS staff providing direct service (reporting service hours) or providing programmatic supervision (overseeing grant programming) must sign up for a Groupsite membership at the onset of their employment. Groupsite serves as the main communication tool for SUPP staff and IDHS SUPR, CPRD, and Prevention First.

Illinois Introduction to Substance Use Prevention (IISUP) Series Training Requirements

- [Illinois Introduction to Substance Use Prevention \(IISUP\) I: Welcome to Prevention](#) (online)

IISUP series is required for all SUPS, CSUPS and SRSUPS staff providing direct service (reporting service hours) and all staff providing programmatic supervision (overseeing grant programming).

- [Illinois Introduction to Substance Use Prevention \(IISUP\) II: SUP System Orientation](#) (online)

IISUP I must be completed prior to registering for IISUP III.

- [Illinois Introduction to Substance Use Prevention \(IISUP\) III: A Framework for Prevention](#) (virtual classroom)

**New worker calls are required for all new SUPS, CSUPS, and SRSUPS staff. New SUPS, CSUPS, and SRSUPS workers will be contacted by a member of the TTA staff at Prevention First following completion of IISUP I. New Supervisors are responsible for contacting Pam Ziegler at pamela.ziegler@prevention.org to schedule an orientation call.*

- New SUPP Worker/New SUPP Supervisor Orientation Calls with Prevention First*

Youth Prevention Education Training Requirements

- Foundations of Youth Prevention Education ([classroom](#) or [virtual classroom](#))

Required for all SUPS and CSUPS staff reporting hours for youth prevention education.

- Model Program Curricula Training

All staff delivering model program curricula must attend model program training provided through Prevention First (if available) or the program developer.

Communication Campaign Training Requirements

- [Introduction to Communication Campaigns](#) (online)

Intro to Communication Campaigns and Ten Steps for Planning and Implementing Communication Campaigns training are required for all SUPS and CSUPS staff reporting hours for communication campaigns who have not

<input type="checkbox"/> Ten Steps for Planning and Implementing Communication Campaigns (virtual classroom)	<p><i>previously completed Planning and Implementing Communication Campaigns.</i></p> <p><i>Introduction to Communication Campaigns must be completed prior to registering for Ten Steps for Planning and Implementing Communication Campaigns.</i></p>
<input type="checkbox"/> Developing Materials for Locally-Designed Campaigns (virtual classroom)	<p><i>Required for all SUPS and CSUPS staff implementing locally-designed campaigns who have not previously completed Planning and Implementing Communication Campaigns.</i></p> <p><i>Ten Steps for Planning and Implementing Communication Campaigns must be completed prior to registering for this course.</i></p>
Focus Groups Training Requirements	
<input type="checkbox"/> Introduction to Focus Groups (online)	<p><i>Intro to Focus Groups and Preparing for Successful Focus Groups are required for all SUPS and CSUPS staff reporting hours for communication campaigns who have not previously completed Conducting Focus Groups.</i></p>
<input type="checkbox"/> Preparing for Successful Focus Groups (virtual classroom)	<p><i>Introduction to Focus Groups must be completed prior to registering for Preparing for Successful Focus Groups.</i></p>
Additional Training Requirements	
<input type="checkbox"/> FY24 IDHS SUPP Meeting Webinar	<p><i>Required for all SUPP organization program contacts, fiscal representation, and lead staff per grant program (SUPS, CSUPS, and SRSUPS).</i></p>
<input type="checkbox"/> Introduction to Engaging Youth in Prevention (online)	<p><i>Required for all SUPS and CSUPS staff reporting hours for the youth advisory committee.</i></p>
<input type="checkbox"/> Planning for National Prevention Week (online recorded webinar)	<p><i>Required for all SUPS and CSUPS staff reporting hours for National Prevention Week.</i></p>
<input type="checkbox"/> Promoting the Illinois Youth Survey to Schools (online)	<p><i>Required for all SUPS and CSUPS staff reporting hours for Illinois Youth Survey school recruitment.</i></p>
<input type="checkbox"/> Substance Use Prevention Supervisor Training Series (STS) (online)	<p><i>Required for all SUPS, CSUPS and SRSUPS staff providing programmatic supervision (overseeing grant programming).</i></p>
<p>For more information about training offerings, visit www.prevention.org Contact: Manager of SUP TTA, cher.hanson@prevention.org, 312.909.9768</p>	