

FY27 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). **Please note: RSUPICS should follow SRSUP requirements.**

Groupsite Membership	<i>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 DBHR, CPRD, and Prevention First.</i>
--------------------------------------	--

New SUPP Worker/New SUPP Supervisor Orientation Calls with Prevention First*	<i>*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 Cher Hanson at cher.hanson@prevention.org to schedule an orientation call.</i>
--	--

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

<input type="checkbox"/> Illinois Introduction to Substance Use Prevention (IISUP) I: Welcome to Prevention (online)	<i>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). IISUP I must be completed prior to registering for IISUP III.</i>
<input type="checkbox"/> Illinois Introduction to Substance Use Prevention (IISUP) II: SUP System Orientation (online)	
<input type="checkbox"/> Illinois Introduction to Substance Use Prevention (IISUP) III: A Framework for Prevention (virtual classroom)	

Youth Prevention Education Training Requirements

<input type="checkbox"/> Foundations of Youth Prevention Education (virtual classroom)	<i>Required for all SUPS and CSUPS staff reporting hours for youth prevention education.</i>
<input type="checkbox"/> Model Program Curricula Training	<i>All staff delivering model program curricula must attend model program training provided through Prevention First (if available) or the program developer.</i>

Communication Campaign Training Requirements

<input type="checkbox"/> Introduction to Communication Campaigns (online)	<i>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 previously completed Planning and Implementing Communication Campaigns.</i>
<input type="checkbox"/> Ten Steps for Planning and Implementing Communication Campaigns (virtual classroom)	<i>Introduction to Communication Campaigns must be completed prior to registering for Ten Steps for Planning and Implementing Communication Campaigns.</i>

<input type="checkbox"/> Developing Materials for Locally-Designed Campaigns (virtual classroom)	<p><i>Required for all SUPS and CSUPS staff implementing locally-designed communication campaigns who have not previously completed <i>Planning and Implementing Communication Campaigns</i>.</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 locally-designed communication campaigns who have not previously completed <i>Conducting Focus Groups</i>.</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 <i>Preparing for Successful Focus Groups</i>.</i></p>
Illinois Youth Survey Training Requirements	
<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 and/or outreach.</i></p>
<input type="checkbox"/> Introduction to Illinois Youth Survey Data (online)*	<p><i>Required for all SUPS and CSUPS staff reporting hours for Illinois Youth Survey school recruitment and/or outreach.</i></p>
<input type="checkbox"/> Analyzing and Sharing Illinois Youth Survey Data *	<p><i>Introduction to Illinois Youth Survey Data must be completed prior to registering for <i>Analyzing and Sharing Illinois Youth Survey Data</i>.</i></p> <p><i>*Introduction to Illinois Youth Survey Data and Analyzing and Sharing Illinois Youth Survey Data trainings are only offered during non-IYS administration years.</i></p>
Additional Training Requirements	
<input type="checkbox"/> FY27 IDHS SUPP Annual 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"/> Prevention Hub Orientation (online)	<p><i>Required for all SUPS and CSUPS staff providing programmatic supervision (including grant contacts) and any additional staff members responsible for Prevention Hub reporting.</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"/> 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>	