

FY23 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).

Course Title	Requirements
<input type="checkbox"/> Groupsite Membership	<p><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 pfgroupsitesapp.groupsites.com at the onset of their employment. Groupsite serves as the main communication tool for SUPP staff and IDHS SUPR, CPRD, and Prevention First.</i></p>
<input type="checkbox"/> New SUPP Worker/New SUPP Supervisor Orientation Calls with Prevention First	<p><i>All SUPS, CSUPS and SRSUPS staff providing direct service (reporting service hours) or providing programmatic supervision (overseeing grant programming) must complete an orientation call with Prevention First at the onset of their employment.</i></p> <p><i>New 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 Prevention First to schedule an orientation call if they have previously completed IISUP I as prevention staff.</i></p>
<input type="checkbox"/> Substance Use Prevention Supervisor Training Series (STS) (online)	<p><i>All SUPS, CSUPS and SRSUPS staff providing programmatic supervision (overseeing grant programming) must complete the Supervisor Training Series.</i></p>
<input type="checkbox"/> Illinois Introduction to Substance Use Prevention (IISUP) I: Welcome to Prevention (online)	<p><i>All SUPS, CSUPS and SRSUPS staff providing direct service (reporting service hours) and all staff providing programmatic supervision (overseeing grant programming) must complete the IISUP series.</i></p>
<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)	
<input type="checkbox"/> FY23 IDHS SUPP Meeting Webinar	<p><i>All SUPP organization program contacts, fiscal representation, and lead staff per grant program (SUPS, CSUPS, and SRSUPS) are required to listen to this recorded webinar.</i></p>
<input type="checkbox"/> Foundations of Youth Prevention Education (two-day classroom)	<p><i>All SUPS and CSUPS staff reporting hours for youth prevention education must complete Foundations of Youth Prevention Education training.</i></p> <p><i>All staff delivering model program curricula must attend model program training provided through Prevention First (if available) or the program developer.</i></p>

<input type="checkbox"/> Introduction to Communication Campaigns (online)	<p><i>All SUPS and CSUPS staff reporting hours for communication campaigns who have not previously completed Planning and Implementing Communication Campaigns must complete Introduction to Communication Campaigns.</i></p>
<input type="checkbox"/> Ten Steps for Planning and Implementing Communication Campaigns (virtual classroom)	<p><i>All SUPS and CSUPS staff reporting hours for communication campaigns who have not previously completed Planning and Implementing Communication Campaigns must complete Ten Steps for Planning and Implementing Communication Campaigns.</i></p> <p><i>Introduction to Communication Campaigns must be completed prior to registering for this course.</i></p>
<input type="checkbox"/> Developing Materials for Locally-Designed Campaigns (virtual classroom)	<p><i>All SUPS and CSUPS staff implementing locally-designed communication campaigns who have not previously completed Planning and Implementing Communication Campaigns must complete Developing Materials for Locally-Designed Campaigns.</i></p> <p><i>Ten Steps for Planning and Implementing Communication Campaigns must be completed prior to registering for this course.</i></p>
<input type="checkbox"/> Introduction to Focus Groups (online)	<p><i>All SUPS and CSUPS staff reporting hours for communication campaigns who have not previously completed Conducting Focus Groups must complete Introduction to Focus Groups.</i></p>
<input type="checkbox"/> Preparing for Successful Focus Groups (virtual classroom)	<p><i>All SUPS and CSUPS staff reporting hours for communication campaigns who have not previously completed Conducting Focus Groups must complete Preparing for Successful Focus Groups.</i></p> <p><i>Introduction to Focus Groups must be completed prior to registering for this course.</i></p>
<input type="checkbox"/> Introduction to Engaging Youth in Prevention (online)	<p><i>All SUPS and CSUPS staff reporting hours for the youth advisory committee must complete Introduction to Engaging Youth in Prevention.</i></p>
<input type="checkbox"/> Model Program Curricula Training	<p><i>All staff delivering model program curricula must attend model program training provided through Prevention First (if available) or the program developer.</i></p>
<input type="checkbox"/> Planning for National Prevention Week (online recorded webinar)	<p><i>All SUPS and CSUPS staff reporting hours for National Prevention Week.</i></p>
<p>For more information about training offerings, visit www.prevention.org. Email: providerservices@prevention.org ● Manager of TTA: 312.909.9768</p>	