



Dear Project Directors:

For the past ten years, the Office of Adolescent Pregnancy Programs (OAPP) has provided technical assistance and training to ensure that Adolescent Family Life (AFL) Care and Prevention have well trained staff. The OAPP's technical assistance objective is to improve the caliber, professionalism and skills of primarily front-line staff by providing skills-based training. Ultimately, the skills developed through technical assistance training workshops will build each AFL project and their staffs' capacity to implement the best demonstration programs possible by dealing with the unique and vast needs of program participants and program evaluations.

Every year, the OAPP Project Officers meet to assess how and if we are meeting our training objective. We review grantee feedback, discuss costs with the contractor and develop ideas on how to improve grantee technical assistance and training for the next year. In tandem with ideas for improvement, this year we are aware of several budget constraints and factored this into our discussions. Through these discussions, we will continue our training policy as explained below.

**Trainings.** The OAPP anticipates hosting approximately 10 face to face workshops over the next budget year. The OAPP has created a calendar outlining training topics as well as which grantees will be invited to which workshops. In addition, the OAPP plans to develop 3-4 self-directed modules related to training issues that are critical for all AFL grantee staff. As these become available, Project Directors will be expected to ensure that each of the AFL project staff are trained using these self-directed modules. This will include training for new staff as they are hired. The OAPP expects that all AFL staff will receive these self-directed module trainings.

**Logistics.** Grantee agencies can send 2-3 staff per invited workshop. Project Directors will receive a flyer from OAPP with information pertaining to the training topic(s), a preliminary outline (if available), the number of staff invited to attend, and registration information. Several of the trainings offered will be on a first come, first served basis. Therefore, it is imperative that you register for the training by the deadline listed on the flyer. OAPP is pleased to announce that John Snow, Inc. (JSI) will provide logistical support for the workshops this year. All logistical inquiries should be directed to the Project Coordinator, Reesa Webb at 303-262-4313.

**Cost Sharing.** Because training and technical assistance is crucial to our mission, the OAPP pays for a majority of the costs for grantee training. All AFL grantees must share a small portion of the cost of the training workshop they are attending. We request that grantees pay for each attending staff's per diem costs, including ground transportation and food. The OAPP will continue to pay for air travel, lodging, meeting space, and presenter costs. If a grantee agency is in close proximity to the AFL technical assistance and training meeting site, the OAPP may authorize staff to use their personally owned vehicle or a rental car. If a personally owned vehicle is authorized, the OAPP will reimburse the grantee for mileage and fuel. If a rental vehicle is authorized, the OAPP will reimburse the rental car costs and fuel.

**Attendance Policy.** We always encourage full participation of AFL project staff and have been thrilled with most AFL grantee staff and their enthusiasm to come and participate fully in the OAPP sponsored

training workshops. From time to time, staff leave the workshops early and do not attend all of the sessions. When people leave early, the congruency and effectiveness of the training workshop is disrupted in many ways. Several comments from last year's evaluation forms requested that participants not be allowed to leave the training early as it is disruptive and disrespectful to the other participants. If you have a question about whether or not you should send staff to a workshop to which you have been invited, please contact your Project Officer directly. The OAPP encourages you to send appropriate staff to each training that is offered to you but it is not a requirement.

It is the OAPP's expectation that all AFL staff that choose to participate in these workshops stay the entire time. In order to implement this policy, we request that Project Directors convey this expectation to front-line staff prior to their attending the training. Once on site at the training, any project staff person who is unable to attend the full, typically 2-day, workshop is asked to notify their Project Director and the designated on site OAPP representative stating the reason for the early departure. Because complete staff attendance is so important to meeting the OAPP's training objective, we want to avoid staff members leaving arbitrarily from a workshop. If staff do not stay for the entire workshop without reason, we will ask that the grantee agency assume full responsibility of that staff person's travel expenses including per diem, ground transportation, lodging, and air travel. If prior approval is granted for a rental car and/or use of a personally owned vehicle, the grantee agency will be expected to reimburse the rental car costs, mileage and fuel. Project staff should not attempt to secure an earlier flight without prior approval from the Project Director and the OAPP. When participants schedule early flights home, it is disruptive and unfair to the rest of the group. Any person unable to comply with this policy should not attend an OAPP training.

***Continuing Education Credits.*** The OAPP will offer continuing education units for several of the face to face training workshops this year. The OAPP will be responsible for monitoring attendance by distributing a sign-in/sign-out sheet to determine full participation. Participants wishing to receive a Continuing Education Certificate must attend the entire training for full credit. At this time, continuing education is only available for the field of social work. The OAPP is in the process of exploring offering continuing education in other fields as well.

If you have questions regarding the technical assistance and training program, please contact Allison Roper at (240) 453-2806 or [Allison.Roper@hhs.gov](mailto:Allison.Roper@hhs.gov). We look forward to another exciting year of you and your staff's participation in training.

Sincerely,

Johanna Nestor, M.P.H.  
Director  
Office of Adolescent Pregnancy Programs