

Health Home Trainer's Checklist

Date	
Organization's name	
Trainer	
Training location/room	
Number of participants in class	

Topic	Comments
<p><u>Planning</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Room reserved, parking availability, security or parking restrictions, check-in with reception required <input type="checkbox"/> AV support available: projector, cables, Internet access (optional but recommended, computer/s and other equipment for PRISM activity) <input type="checkbox"/> Classroom Training Manuals and all supplies ordered for training <input type="checkbox"/> PRISM Excel spreadsheets for vignettes downloaded to computers or printed <input type="checkbox"/> Invitations, map, parking permits, instructions, and PowerPoint handout sent to participants in advance <p><u>Classroom Preparation</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Set up room as appropriate for learning including small group activities. <input type="checkbox"/> PowerPoint and Internet access set up so that all participants can see and hear <input type="checkbox"/> Flip charts and markers set up for small groups, tables arranged for small group activities 	<p>Contact person, email, and phone for training site:</p>
<p><u>Group Interaction</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage group participation early in the training and often throughout <input type="checkbox"/> Ensure that interactions are respectful and non- judgmental, all participants have an opportunity to speak <input type="checkbox"/> Allow for discussion of diversity and disparities <input type="checkbox"/> Adhere to training timelines, note fatigue levels, and the need for breaks 	
<p><u>Fidelity</u></p>	



Topic	Comments
<ul style="list-style-type: none"><input type="checkbox"/> Deliver all content materials according to the PowerPoint and Classroom Training Manual<input type="checkbox"/> Provide clear direction for the small group activities. <p><u>Final training activities</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Distribute and collect sign-in sheet and evaluation forms at end of training<input type="checkbox"/> Submit attendance sheet as Excel to DSHS Program Training Manager (not scanned copies with signatures as these cannot be loaded into the Training Database)<input type="checkbox"/> Report any issues or trends noted in evaluation forms to DSHS Training Program Manager<input type="checkbox"/> Thank contacts at the venue if using outside venue	
<p>Additional comments/ notes for next training session (e.g. suitability of the location):</p>	

Materials Needed for Health Home Training
Projector, cables, and extension cords (if needed)
Flip charts and markers (white board markers if needed)
Easels (if flip charts are not adhesive style)
Laptop/s for PRISM small group activity (optional)
Classroom Training Manuals and copies of the PowerPoint handout (optional)
Name table tents
Sign in sheets
Evaluation forms (extra copies if not in the manual)
Pens and pencils for activities
Extra blank HAP forms for HAP small group activity (recommended)
Other documents needed: Client Vignette PAM Score and Survey Responses, copy of sample child HAP if participants will serve children
Parking permits or instructions, bathroom keys (if needed)
Certificates of Completion for participants (include date of training, name of participant [optional] with your signature)
Your business card (optional)
Signs for venues to direct participants when they arrive and tape
Other