

Minnesota LEND (MNLEND) Fellow Training Program Requirements 2017 - 2018

Pre-doctoral and Community Fellows will complete a **total of 320 hours** of training and learning activities made up of individual learning experiences identified and negotiated with their LEND leadership mentor and identified in their Individual Leadership Learning Plan (ILLP) between July 1, 2017 and June 30, 2018. This fellowship is considered to be a 50% appointment by our funder, Maternal & Child Health Bureau (MCHB).

Full-time Post-doctoral LEND Fellows will be required to engage in 46 weeks of full-time training and professional development activity (**total of 1,788 hours**) between July 1, 2017 and June 30, 2018. Because Post-doctoral Fellows have completed a Ph.D. in an area related to neurodevelopmental disabilities, the LEND Director and their LEND mentor will negotiate LEND Seminar requirements for Post-doctoral Fellows. Hours are prorated if at a lesser than 1.0 FTE appointment.

There are a variety of both required and non-required activities that will help you accumulate your required minimum LEND hours and these hours are designed with support from your assigned LEND mentor. A brief description of many of these activities are provided below. MNLEND is responsible for reporting all Trainee training activities on a regular basis to Maternal and Child Health Bureau and Health and Human Services Administration. You will therefore need to enter your activities in your personal Training Log, as explained below, on a monthly basis.

Documentation of Training Hours (REQUIRED)

All LEND Fellows must document/track their LEND hours using the MNLEND's electronic Training Log found on the secure area of the MNLEND website (lend.umn.edu), signing in with your personal UMN "X500" Identification code and UMN login. LEND hours may include: research, technical assistance in the community, clinical work, presentations, policy and advocacy work, and self-directed learning.

LEND Orientation (REQUIRED)

Each Fellow is expected to participate in the LEND orientation and person-centered thinking training held on two days, on Thursday and Friday, *August 24-25th*, 2017, from 8:30AM to 4:30PM, at UMN Urban Research and Outreach-Engagement Center (UROC): 2001 Plymouth Ave N, Minneapolis, MN 55411. This training will include: 1) Introduction to LEND and its foundational LEND concepts (family-centered, life course, evidence base, cultural competence, interdisciplinary teamwork, etc.); 2) Time to meet with your peer cohort and LEND Leadership Team; 3) Learn of LEND research and community/technical assistance opportunities; 4) Review LEND Program Requirements; 6) Learn of MCH competencies and mandatory self-assessments and online trainings; 7) Overview of MNLEND Manual and administrative logistics, LEND Moodle site, Clinical Rotations, Thematic modules, and Individualized Leadership Learning Plan (ILLP); 8) Participation in Two-day Person-Centered Thinking training; 9) Connecting with LEND Fellow alumni.

LEND Thematic Modules: All Fellows will complete the Mandatory Themed Module on Leadership, and attend introductory mandatory sessions of each of the other 9 additionally offered thematic modules. The in-person portion of LEND thematic modules will take place *every Thursday morning from 8:30am – 12:00 noon per the academic calendar*. LEND Trainees are expected to attend all mandatory introductory sessions before deciding which 5 out of 9 minimum modules they should select to complete in consultation with their LEND mentor. Selection should be based on pre-assessments and identified areas of strength as well as areas for growth. Each thematic module features guest speakers, a range of perspectives, interdisciplinary discussion/activities, as well as an online self-study portion; all of which are mandatory, once selected. Modules are an opportunity for LEND Fellows to share and discuss LEND activities with one another and with faculty. *The Thematic Modules consist of: Leadership* (mandatory) (Ldr); **ASD Screening and Identification (ASD); Treatment and Interventions in NDD (T&I); Other NDD and**

Related Disabilities (NDD); Cultural Competency and Responsiveness (Intersectionalities) (CC); Critical Issues in NDD (CI); Behavioral Interventions - Positive Behavior Supports (PBS); Policy and Advocacy (P&A); Person- and Family-Centered Care (PFCC); and Alternative & Augmentative Communication (AAC). Each module has required readings before its designated 4-5 Thursday sessions, plus additional required pre-readings and online self-study modules. The full thematic module schedule will be shared and explained in detail at orientation. Please expect and plan ahead to participate in the majority of the weekly sessions to be held each Thursday.

Individual Leadership Learning Plan (ILLP) Development (REQUIRED)

Each Fellow works with their LEND mentor to create an ILLP outlining the learning activities for the LEND year. The ILLP provides a description of which Themed modules you will complete, as well as your research/community projects, clinical experiences, Families as Teachers experience, core academic courses to be taken (if any), and your professional leadership development and policy advocacy activities. Once reviewed and approved by your LEND Mentor, Fellows will upload their ILLP to their individual Portfolio located on the secure area of the LEND website. Final **ILLPs are due by October 27, 2017**, and any ILLP revisions should be uploaded to your personal online Portfolio in a timely manner.

Individual LEND Project (REQUIRED)

LEND Fellows will be expected to design and participate in an individual LEND project as part of their ILLP. This project can be based in research, clinical studies, technical (community) assistance and/or policy & advocacy-focused and should build leadership skills. The LEND Fellow and their mentor will determine a suitable method to develop products and how best to disseminate the outcome of the activities at the end of the LEND year. Each year a number of LEND projects are widely disseminated and/or submitted for publication. If your project involves a written systematic review, conference presentation/poster, meta-analysis, case study or other research project, it will adhere to the style manual of the American Psychological Association (APA), unless being submitted for publication to a journal that utilizes a different style manual. Many other projects are rooted in and for the NDD community and are intended to support systems change and improvements directly for the NDD community.

LEND Mentoring (REQUIRED SCHEDULED MEETINGS)

Each Fellow is required to meet regularly (we suggest bi-monthly) with their LEND mentor to discuss progress on achieving their LEND learning goals, completion of experiences in the LEND program, and to address any concerns or issues about the projects and overall ILLP.

Families As Teachers (REQUIRED)

Fellows will be matched with a MNLEND Family as Teacher family. LEND Family Coordinator, Barb Kleist, will assign the Fellow-Family matches at the start of the term.

- Hours invested by the Fellows in the Families as Teacher program can take place any time between September and May of the given academic year. Anticipate your face-to-face meetings to be 5-10 hours total, as a minimum.
- Families as Teacher families and Fellows may be matched in groups of 2-3.

Disability Policy Course (REQUIRED)

Each MNLEND Fellow is required complete the Disability Policy and Services Course (OLPD 5356, 3 crs). The course is offered in the spring on Thursday late afternoon (4:30pm-7:20pm) or in an intensive 2-week summer session (typically in first half of June for two weeks, M-F, from 8:30am-12pm). This course provides an overview of disability policy and services and introduces students to philosophical approaches to service provision, the evolution of policies and services affecting people with disabilities, and contemporary approaches to providing services to people with disabilities throughout the life cycle. **IF YOU ARE A PREDOCTORAL STUDENT YOU ARE STRONGLY ENCOURAGED TO ENROLL IN THIS COURSE SPRING SEMESTER TO BE ABLE HAVE YOUR CREDITS "FREE" UNDER THE TUITION CAP.** Community Fellows are required to attend this course and must complete the

interdisciplinary policy assignment (but not the other assignments); however, if completing this course creates an undue burden on you and your work, please consult with OLPD5356 course coordinator - Beth Fondell - for possible options we have in place.

Online HIPAA and CITI Modules (REQUIRED). A separate email will explain this task further, as a reminder. LEND Fellows must complete the University of Minnesota's online training modules related to HIPAA and CITI training to participate in clinical training. These mandatory online trainings will take approximately 3-4 hours online, and must be *completed by August 31, 2017*. Fellows must email proof of completion as a PDF, screenshot, or word doc to MNLEND Program Coordinator, Rebecca Dosch Brown [dosch018@umn.edu] prior to starting any clinical site trainings or community/research projects. *All 3 Modules are required and due August 31, 2017. You will need to use your UMN email and UMN password. If you do not have umn.edu email yet, we will also resend the info/reminder once you have a UMN account:*

1) Privacy and Data Security Training (HIPAA): To be considered compliant with the University's HIPAA Training requirement, individuals in HIPAA-covered areas of the must complete these two online courses:

A. (HIPAA16) HIPAA Training; and

B. (PJP16) University Information Security Awareness Training.

The two HIPAA Modules are here (use umn.edu email/password login) and each takes 30 minutes:

<https://www.healthprivacy.umn.edu/training>

2) Responsible Conduct of Research from the Collaborative Institutional Training Initiative (CITI). <https://www.citiprogram.org>: **Directions:** CITI uses a single sign on application so UMN employees/trainees will be able to use their UMN internet IDs and UMN passwords when logging into the following link: [Collaborative Institutional Training Initiative](#)

- To enroll in a course for the first time, login using the above link and:
- Click "I don't have a CITI Program account and I need to create one."
- Expand the tab "University of Minnesota Courses"
- Click "Add a Course"
- Select the training that is required and/or is most appropriate to your research activities: Select: *CITI Social Behavioral Basic Course*
- Click "Submit"
- The training takes approximately 1.5-2 hours.

Interdisciplinary Clinic Activities (REQUIRED)

Each LEND Fellow is required to complete at least 10 hours of clinical rotation in the ASD/NDD clinic and then an additional 10+ hours at other approved clinics. The purpose of clinical site visits is to give trainees an exposure to model assessment and practice in ASD and/or other NDD. Trainees will be engaged to think about the families they see in clinic through an International Classification of Functioning (ICF) framework. Your LEND mentor will work with you to identify your best clinical options. You will be encouraged to review some online resources about assessments/instruments before going to the clinic. Fellows must complete clinical rotations throughout the course of the academic year, and honor clinic dress code and not wear perfumes or scented products (due to common sensory sensitivities and/or allergies of the children seen in clinic). Sign up for sites will be available on the secure area of the LEND website **ONLY AFTER you complete your CITI and HIPAA trainings.** Clinical sites and sign up process are described further in the LEND Manual (given at orientation).

Leadership Assessments (REQUIRED). We require you to complete 2 assessments **by Sept 7, 2017:**

1. **Strengthsfinder (SQ).** We will send a StrengthsQuest "SQ" code to you by email to complete this online. This assessment provides you with your top 5 leadership talents or talent areas to further develop.

2. **MCHB Early Leaders Assessment.** This assessment will show areas of strength and areas of growth within the Maternal and Child Health (MCH) competencies to be taught throughout the LEND year.

Bring your copies of both assessment results to the Sept 7, 2017 MNLEND Leadership session.

ADOS 2 Training (OPTIONAL)

Dr. Amy Esler and Dr. Robin Rumsey (UMN Autism Spectrum Disorders and Related Neurodevelopmental Disabilities Clinic), LEND core faculty, offer introductory training on the administration of the ADOS 2, a common assessment tool for practitioners. We anticipate some funding will be available to defray the cost of this two-day training typically held in spring 2018, and Fellows receive a sizable discount as well. If interested, please contact Rebecca Dosch Brown (dosch018@umn.edu) and let her know of your interest, so that arrangements can be made in spring. Watch for training dates to be emailed as soon as dates have been determined. These trainings are only suitable to future autism assessment practitioner professionals.

Team Building Engagement (STRONGLY RECOMMENDED)

- Join Association of University Centers on Disabilities (AUCD) Facebook page and as a virtual trainee: <http://www.aucd.org>.
- Join MNLEND Facebook Group: <https://www.facebook.com/groups/MNLEND/>
- Participation in MNLEND social events organized by LEND Staff and Post-doctoral Fellows.