

## PARTNERING FOR PROGRESS

### REQUEST FOR WORKSHOP PROPOSALS

We are seeking your best education session ideas that deal with all aspects of working in the non-profit world. We encourage you to share your creativity, knowledge and vision. We have provided a sample list of topics to help you identify and frame your ideas. The list is not exhaustive, so don't let it limit you!

Our participants range from CEOs/executive directors to direct care workers who are looking for all levels of content that explore the tried-and-true, as well as the new and improved ways of doing things in their professional and personal lives. With your help, we aim to create a learning experience that engages, challenges and empowers our nonprofit community-based service providers.

Here are some questions to help you come up with session ideas: Have you started a new program or service? Do you have a fresh look on a specific topic? Can you supply participants with tangible strategies or tactics to do their jobs better? Do you know of ways to reduce stress?

***Our attendees want to be engaged and challenged, so put on your thinking caps and give us your best ideas!***

#### **SOME TOPICS OF SPECIAL INTEREST ARE LISTED BELOW**

*(Please do not let this limit your creativity)*

##### **Housing Models / Development**

- Permanent/Enriched Supported Housing
- Developing New Service Models
- Innovative Program Designs
- Respite & Housing Crisis Beds
- Innovative & Successful Funding
- Federal Funding Opportunities
- Contracting, Marketing & Evaluation Strategies
- Reform of Current Housing Models

##### **Administrative**

- DSRIP – Delivery System Reform Incentive Program
- Transforming Local Systems of Care
- Local Government Issues (*e.g., SPOA*)
- Managed Care/Behavioral Health Organization Issues
- Health Home/Care Coordination Collaborations & Issues
- Health Home & Housing
- Risk Management
- Implementing Performance Improvement Projects
- Quality Improvement/Utilization Management Issues
- MIS/Computerization Considerations
- Complying with Federal & State Statutes
- Board of Directors Issues
- Human Resources Issues
- Staff Development & Supporting Staff
- Accreditation & Credentialing
- Medicaid Audit Compliance
- Implementing Outcomes Management Systems in Mental Health Settings
- Employing Consumers & Making Reasonable Accommodations
- Disaster Preparedness

##### **Partnering**

- Partnering with Consumers, Local or State Government, Families & Other Mental Health Services, Managed Care, Health Homes
- Strategic Alliances/Exploring Potential Partnerships/Affiliations

##### **Recovery/Employment**

- Innovative Approaches to Consumer Employment & Training
- Role of Supported Education in Recovery
- Advances in Peer-Operated Services
- Role of Supportive Employment in Rehabilitation

##### **Clinical**

- Wellness Management (*e.g., Nutrition, Exercise, Medication Management, etc.*)
- Clinical Best Practices
- Identifying Symptoms: Medical, Physical or Substance Related?
- Geriatric Care
- Forensic Issues
- Co-Occurring Disorders
- Hospital Diversion Programs
- Homelessness & Mental Health Recipients
- Providing Culturally Competent Services
- Research Initiatives
- Integrating Mental Health, Health & Substance Abuse Services
- Transforming Local Systems of Care
- Care Coordination
- At Risk Youth
- Veterans



## CONTINUING EDUCATION (CE) CRITERIA

***THIS SECTION ONLY APPLIES TO PROPOSALS THAT SEEK TO OFFER CONTINUING EDUCATION CONTACT HOURS FOR LCSW, LMSW, LMHC, CASAC, CPP or CPS. WORKSHOPS CAN STILL BE SELECTED FOR THE CONFERENCE WITHOUT OFFERING CE HOURS.***

As an approved provider, we must comply with all the relevant statutory and regulatory CE requirements set forth by the licensing/credentialing entity. Therefore, ***any workshops seeking to offer CE hours at our conference must complete specific forms detailing the course content and the qualifications of each presenter.*** These forms are ***in addition*** to the online proposal submission form.

### WORKSHOPS

**LCSW and LMSW:** Acceptable continuing education shall contribute to the professional practice of social work and shall have as its focus one or more of the following subjects: theories and concepts of human behavior in the social environment; social work practice, knowledge and skills; social work research, programs, or practice evaluations; social work management, administration or social policy; social work ethics; clinical interventions, evidence-based models, principles of clinical social work practice, psychotherapy and clinical social work diagnosis; client communications and recordkeeping; administrative supervision of licensed master social work and clinical supervision of licensed clinical social work practice; instructional methodologies or other topics which contribute to the professional practice of licensed social work; or cross-disciplinary offerings from medicine, law, administration, education and the behavioral sciences are acceptable if they are clearly related to the enhancement of social work practice, skills and knowledge and the health, safety, and/or welfare of the public.

**LMHC:** Acceptable continuing education shall contribute to the professional practice of mental health counseling and shall have as its focus one or more of the following subjects: clinical interventions and evidence-based practice; cross-disciplinary offerings from medicine, law, administration, education, behavioral and social sciences related to mental health counseling practice; patient communications, recordkeeping, and matters relating to law and/or ethics, which contribute to professional practice in mental health counseling and the health, safety, and/or welfare of the public.

**CASAC:** Workshop content needs to satisfy the requirements of at least one of the following sections: Section I - Knowledge of Alcoholism and Substance Abuse; Section II - Alcoholism and Substance Abuse Counseling; Section III - Assessment; Clinical Evaluation; Treatment Planning; Case Management; and Patient, Family and Community Education; or Section IV - Professional and Ethical Responsibilities. To qualify under a Section, workshops must include content that provides knowledge of the subtopics listed. [CLICK HERE](#) for the comprehensive list published by OASAS.

**CPP and CPS:** Workshop content needs to satisfy the requirements of at least one of the following sections: Section I - Knowledge of Alcoholism and Substance Abuse at all Age Levels and Among People of Diverse Backgrounds and Cultures; Section II - Prevention Specific and Related to the Performance Domains; Section III - Professional Development and Ethical Responsibilities; or Section IV - Prevention Principles and Practices and the Services Continuum. To qualify under a Section, workshops must include content that provides knowledge of the subtopics listed. [CLICK HERE](#) for the comprehensive list published by OASAS.

### PRESENTERS

**LCSW and LMSW:** The Education Law and Commissioner's Regulations restrict the practice of LMSW and LCSW to those licensed or authorized under Title VIII. A clinical instructor must have appropriate clinical licensure and education, training and experience in order to practice the profession. An instructor who is not clinically licensed may only provide didactic instruction, as such an individual is not qualified to practice clinical social work or psychotherapy under the Education Law. A licensed social worker may earn continuing education hours for preparing and teaching a workshop, or making a technical presentation, at one of our conferences, provided that the presentation has not been offered on more than one occasion without including new or revised material. Continuing education hours that may be credited for these activities may include actual instructional time, plus, up to two additional hours of preparation time for each hour of presentation.

**LMHC:** The Education Law and Commissioner's Regulations require providers to use instructors who are qualified to teach the course/educational activity which will be offered. Qualified instructors include, but are not limited to, faculty of a licensed mental health counseling program offered by a higher education institution; or instructors who are specially qualified authorities in activities that are directed at developing and enhancing a licensee's practice as a licensed mental health counselor. A licensed mental health counselor may earn continuing education hours for preparing and teaching a workshop, or making a technical presentation, at one of our conferences, provided that the presentation has not been offered on more than one occasion without including new or revised material. Continuing education hours that may be credited for these activities may include actual instructional time, plus, up to two additional hours of preparation time for each hour of presentation.

**CASAC, CPP and CPS:** Individuals must have a minimum of two years of teaching/training delivery and/or vast knowledge in the subject area.

**Please Note:** Workshops designed for the sole purpose of personal development, marketing, business practices, or maximizing profits for the practice of a licensee will not be eligible to offer CE contact hours, ***but may still be selected for the conference.***



# 2017 Workshop Proposal Worksheet

Use this worksheet as a rough draft to gather your thoughts and information.

**All proposals must be submitted *ONLINE (link below)* by *June 30<sup>th</sup>*.**

Online Submission: <http://aclnys.org/education-and-events/aclaimh-conference/workshop-rfp/rfp-form>

## WORKSHOP TITLE & PROPOSAL CONTACT

### 1. WORKSHOP TITLE ~ 96 characters maximum.

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### 2. PROPOSAL CONTACT

You will be asked to enter the NAME, PHONE NUMBER, AGENCY NAME and EMAIL ADDRESS of the person designated as the primary contact for this workshop. If this person will also be one of the presenters, you MUST include them in the presenter list, when you reach that section.

## CONTINUING EDUCATION

### 3. ARE YOU SEEKING TO OFFER CE CONTACT HOURS?

Let us know if your workshop may qualify to offer CE hours for licensed social workers, licensed mental health counselors or certified substance abuse counselors. You will be asked to select each type of license/credential that may apply to your workshop.

If you are interested in offering credit hours, you will be asked for additional information on both your session and it's presenters. These additional details are required by the individual credentialing/licensing entity.

Our accreditation statements are available on the Professional Development page of our website, and will be highlighted in the online proposal submission form.

## WORKSHOP INFORMATION

### 4. WORKSHOP CATEGORY:

- Housing Models/Development
- Administrative
- Partnering
- Recovery/Employment
- Clinical
- Other \_\_\_\_\_

### 5. WORKSHOP DESCRIPTION:

Please provide a **concise, narrative description of your presentation, as you would like it to appear in conference publications**. Be sure to include any information about planned involvement of workshop participants or the benefits your workshop might provide for participants. **(ACLAIMH reserves the right to edit descriptions as necessary.)**

**CE Credit Sessions: Learning objectives will be entered in a separate field. Please DO NOT enter them here.**

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### 5a. LEARNING OBJECTIVES:

Please list **THREE (3)** learning objectives for participants. Put each objective on a separate line. (This is in addition to the workshop description.) **This is only required for workshops offering credit.**

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### 6. TARGET AUDIENCE

You will be asked to select all participant segments that apply to your workshop. Options include Administrators, Direct Care Staff, Finance Staff, Human Resources Staff, QA Staff and Supervisors. There is also an Other option, if your target group is not listed.



## PRESENTER INFORMATION

### 7. PRESENTER LIST

You will be asked to enter the following information for each presenter in your group. Be sure to list the Proposal Contact if they will also be presenting. **If anyone in your group has presented for ACLAIMH within the last year, we still have their bio on file.**

Full Name	Designation	Agency/Company Name	Job Title	Email Address	Biography
<i>This should be their name EXACTLY as it should appear in conference materials.</i>	<i>List any licenses or credentials for this person.</i>	<i>Their full agency/company name. No acronyms (unless that is all that is ever used.)</i>	<i>Their full job title, spelled out. (i.e., Vice President instead of VP)</i>	<i>Their contact email address. This is required to add them into our system.</i>	<i>This is a copy/paste field. Bios should be a concise narrative in paragraph format.</i>

### 7a. PRESENTER HEAD SHOT

In addition to the information above, you will be asked to upload a head shot for each presenter. Files should be at least 300 px x 300 px . (JPEG, PNG or TIFF files only.) **If anyone in your group has presented for ACLAIMH within the last year, we still have their photo on file.**

### 7b. PRESENTER RESUME

CE Sessions will also be asked to upload an electronic copy of each presenter's resume or CV (doc, docx or pdf files only.) **If anyone in your group has presented a credit session for ACLAIMH within the last year, we still have their resume/CV on file.**

### 8. HAVE YOU OR ANYONE IN YOUR GROUP, PRESENTED AT A CONFERENCE OF THIS TYPE BEFORE?

Simple Yes or No selection. If you select Yes, then question 8a. will appear.

### 8a. PLEASE LIST THE TOPICS YOU HAVE PRESENTED ON AT THIS, OR ANY OTHER CONFERENCE

You will only see this question if you answered Yes to question 8. Here you are asked to list the topics that members of your group have presented on in the past.

## WORKSHOP LOGISTICS

### 9. LENGTH OF PRESENTATION

For planning purposes, we need to know if your presentation will be 1.5 hours (One Part) or 3.0 hours (Two Parts)

### 10. PRESENTATION FORMAT

You will be asked to select all options that apply to your workshop. Options include PowerPoint/Lecture, Interactive and Group Activities. There is also an Other option, if your format is not listed.

### 11. PRESENTATION TIME - THREE CHOICES

In this drop down, you are asked to select your top choice for presentation time slot. If you select NO PREFERENCE, you will move on to question 12. If you select a specific time slot, you will see 2 additional questions appear. These are for listing your second and third choices for time slots.

### 12. AV EQUIPMENT

All workshop rooms will be pre-set with a Screen, LCD Projector, Slide Remote and Laptop running PowerPoint 2010, PowerPoint 2013 or PowerPoint Viewer. Larger rooms will also have one podium microphone available; smaller rooms do not need microphones.

**If you will require ANY ADDITIONAL equipment, please list it here.**

### FINAL NOTES:

- All presenters will be notified by the end of **JULY** via email regarding the status of their proposal.
- If your presentation is chosen, ACLAIMH will contact you to review the information provided here, as well as provide a list of specific deadlines and file requirements.
- **All presentations and supporting documents must be submitted to ACLAIMH (1) week prior to the conference.** These materials will only be provided electronically through our Mobile App.
- **All presenters must register for the conference and overnight accommodations on their own. A discounted conference fee will be available for presenters planning to attend the entire event.**
- ACLAIMH cannot provide honoraria or travel reimbursement for presenters.
- The Conference Committee reserves the right to request a modification of the proposed content, which may include asking presenters to combine similar presentations.