

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 are looking for interactive, engaging and challenging sessions, 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)

Administrative

- Transforming Local Systems of Care
- Local Government Issues – SPOA
- Managed Care/Behavioral Health Organization Issues
- Health Home/Care Coordination/Collaborations
- 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

Broad Policy Issues

- Self-Determination/Kendra's Law/Right to Fail
- Harm Reduction vs. Abstinence
- The Role of the Different Service Providers When the Issues are Behavioral

Clinical

- Wellness Management – *Nutrition, Exercise, Medication Management, etc.*
- Clinical Best Practices
- Identifying Symptoms: Medical, Physical, 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

Disaster Preparedness

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
- Serving special sub-populations – *seniors, youth, deaf, blind, physically disabled, etc.*

Partnering

- Partnering – 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



SUBMISSION GUIDELINES

THE SUBMISSION PROCESS HAS CHANGED - PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY.

PROCESS:

- All proposals **MUST** be submitted through our online portal, ***this document is strictly informational*** and meant to be used to gather the necessary details prior to starting the online form.
- You will have the ability to sign-in and review your submission at any time throughout this Call for Proposals.
- ACLAIMH reserves the right to edit descriptions, or request additional details, as necessary.
- **Each presenter** will be **required** to provide ACLAIMH with a concise biography and a high-resolution, digital head shot during their online submission.
- All presenters will be notified by the end of **JULY** via email regarding the status of their proposal.

ACCEPTED PROPOSALS:

- **BE SURE TO READ YOUR ACCEPTANCE EMAIL CAREFULLY.** It will contain a review of the information provided here, as well as a list of the additional forms that will be required and the specific deadlines for each. **You will be required to confirm receipt of the email.**
- **Each presenter** will be **required** to provide ACLAIMH with an Instructor Qualifications Form and a copy of their resume or CV for our files. Details will be included in your Acceptance Email.
- **All presentations and additional handouts MUST be submitted to ACLAIMH (1) week prior to the conference.** These materials will only be provided electronically through our Mobile App. ACLAIMH does not make paper copies of handouts for any presentation. Your Acceptance Email will contain the specific deadline date.
- **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.

CONTINUING EDUCATION SESSIONS:

- All proposals will be reviewed by the Conference Committee for inclusion in the Annual Conference.
- Workshops that meet the criteria set forth on the following page, will also be selected to offer Continuing Education Contact Hours for LCSW, LMSW, LMHC, CASAC, CPP and/or CPS. **YOUR ACCEPTANCE EMAIL will state whether your sessions will be worth CE hours.**
- **CE Sessions are REQUIRED to use all allotted time in order for attendees to earn their credits.** (For example, a session scheduled for 90-minutes cannot adjourn after 60-minutes.)
- **Please Note:** Resumes/CVs are **REQUIRED** for **EVERY** presenter of a CE Session. This is mandated by the credentialing authorities, not ACLAIMH.



CONTINUING EDUCATION (CE) CRITERIA

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 offering 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, 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.**



2019 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 *July 12th*.

Online Submission: <https://sessionize.com/aclaimh-conference/>

WORKSHOP INFORMATION

WORKSHOP TITLE :

95 characters maximum.

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.) 1,750 characters maximum**

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.) 250 characters maximum**

WORKSHOP CATEGORY:

Options include: Housing Models/Development, Administrative, Partnering, Recover/Employment, Clinical, and a space for Other entries.

SESSION FORMAT

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

TARGET AUDIENCE

Options include: Administrators, Direct Care Staff, Finance Staff, Human Resources Staff, QA Staff, Supervisors and a space for Other entries.

PREFERRED TIME SLOT & ALTERNATE TIME SLOT

Choose from - No Preference, Wednesday Afternoon, Thursday Morning, Thursday Afternoon or Friday Morning.

AV NEEDS

All rooms are pre-set with a projector, screen, laptop and slide remote. Let us know if you require any additional items.

SPEAKER INFORMATION

SUBMITTING SPEAKER

You will be asked for the following information: **NAME, TAGLINE** (job title), **EMAIL ADDRESS**, concise **BIOGRAPHY, PHOTO, TWITTER** link, **LINKEDIN** link, **COMPANY WEBSITE, FACEBOOK** link, **AGENCY NAME**, and **PREVIOUS PRESENTATION EXPERIENCE**.

CO-SPEAKERS

In this area, enter the **EMAIL ADDRESSES** for **EACH** co-presenter for your workshop. They will receive an email to log in and provide the required presenter information through their own profile page.