

August 29, 2022

Introduction:

To ensure that Healthcare Coalitions (HCCs) and Local Health Departments (LHDs) can obtain training courses in the most efficient, timely, and way, the Indiana Department of Health (IDOH) Division of Emergency Preparedness (DEP), in coordination with Indiana Department of Homeland Security (IDHS) has created a process for requesting courses outlined below. This new course request process aims to increase engagement from all districts within Indiana and streamline the course request process. This document provides instructions on how to request courses and where course catalogues can be found.

First Steps:

1. A comprehensive Consortium Course catalogue can be found on the [National Training and Education Division \(NTED\)](#) website. This course catalogue brings together a majority of the courses offered by the major training consortiums throughout the United States.
2. LHDs and HCCs should review their individual Training and Exercise plans (TEPs) as well as their COVID-19 After Action Report (AAR) and Improvement Plan (IP) to determine the trainings that best suit their needs.
3. Once specific course needs have been determined, the Requestor (LHD, HCC representative), should navigate to the [IDOH HCC and LHD REDCap Survey](#) and fill in the required information, which can be sourced from the NTED Catalogue. Requestors should take into consideration that the entirety of this process could take anywhere from **3-6 months** to schedule a course from the initial date of the REDCap submission. With this in mind, it is recommended that HCCs and LHDs schedule tentative course dates at least three months out from the anticipated course date.
4. Within 7 days of survey completion, IDOH Training and Exercise staff will contact the appropriate consortium and the requestor to facilitate the logistics of scheduling, obtaining a venue, and covering any costs related to travel and lodging for attendees. The Requestor will be included in these initial communications.

Notes:

- Training fees, including the cost of training, travel, food, venue rental, etc, are all allowable costs of the HPP and PHEP grant. All funds requested must be submitted to IDOH for approval through respective DEP Preparedness Field Coordinators.
- IDOH Training and Exercise staff should be kept aware of all communications with consortiums during this part of the process. This ensures continued coordination should Requestor need IDOH assistance and/or Consortium need IDOH and/or IDHS approval or feedback.
- **It should be noted that if the Requestor does not make IDOH Training and Exercise staff aware of communications, then IDOH Training and Exercise cannot guarantee the approval of a training request.**

Once Course Logistics Have Been Finalized:

1. IDOH Training and Exercise staff will fill out the ACADIS Webform to request the course.
2. The requestor will receive an email to confirm that this submission has taken place.
3. Within 7 days of the ACADIS Webform submission, a response will be provided by the State Training Officer (IDHS) as to whether or not the course is approved.

LHD and HCC representatives will no longer need to fill out the ACADIS Webform. Any submission of an ACADIS course request Webform that does not come from IDOH Training and Exercise staff will not be approved by the State Training Officer (IDHS).

Special Considerations:

- It is the duty of the State Training Officer (IDHS) to provide approval of all FEMA funded courses –which covers the majority of consortium courses. As a result, IDOH Training and Exercise Staff will work closely with the State Training Officer to ensure that course requests are fulfilled.
IDOH Training and Exercise Staff cannot guarantee that all courses or course dates will be approved by the State Training Officer.
- Please direct all questions regarding this process to the IDOH Training and Exercise Coordinator at ISDHDEPTraining@isdh.IN.gov.

