EXPECTATIONS & GUIDELINES DURING VIRTUAL TRAINING

1

THANK YOU!
Thank you for being here and investing your time in improving and ensuring quality behavioral healthcare access to the Medicaid population of children and families.

2

STABLE INTERNET CONNECTION
It is essential to have a stable internet connection. We recommend having a back-up plan, like your cellphone hotspot, if you have one.

3

LIMIT DISTRACTIONS
Please take care of personal matters **BEFORE** the training or during breaks. (i.e., *you should **NOT be driving/in your car**, working on other projects, etc.*) <u>**DO NOT** sit and watch the training under the same zoom login information as another trainee</u>. We cannot monitor attendance if that occurs; each trainee **MUST** participate on an **INDIVIDUAL** basis. It is imperative that you engage in training, trainers will need your full attention.

4

CE HOUR GUIDELINES
Through Louisiana State Board of Social Work Examiners (LABSWE) and National Board of Certified Counselors (NBCC), you cannot be off-camera or miss training for more than 15 minutes per day. Just a reminder, you are provided various built-in breaks throughout the training day. All participants must keep their **CAMERAS ON at all times**. <u>Please test your camera and microphone ahead of time.</u> If you need further assistance, please private chat the E2P Center Staff.

5

EDIT YOUR ZOOM NAME
Edit your first and last name for CE documentation purposes. Pronouns can be in parenthesis. Review the next page for steps on how to change your zoom name.

6

BEST CONTACT NUMBER
Once the training begins, please private chat the E2P staff the best contact number to reach you during the training day(s).

7

MAKE A PLAN
Your participation will be required for the duration of the training time. We recommend communicating with your agency's leadership to make sure they understand you will **NOT** be available during training(s). Please ensure that you're in a space conducive to learning.

8

IMPLEMENTATION
Before training, begin thinking through your sustainable implementation plan. After training, you'll need to start utilizing the model with cases, so it can be helpful to have some children/families in mind.
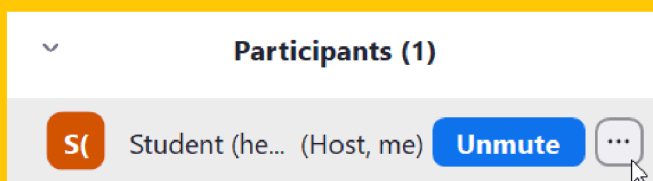
HOW TO EDIT YOUR ZOOM NAME

1

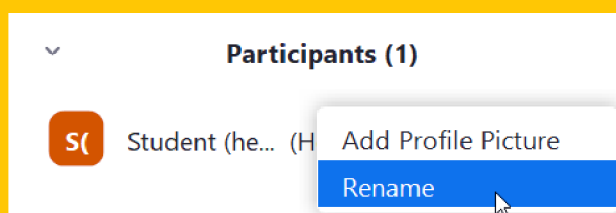During your Zoom meeting, click "Participants" at the bottom of your screen.

Security | Participants 1 | Share Screen | Reactions
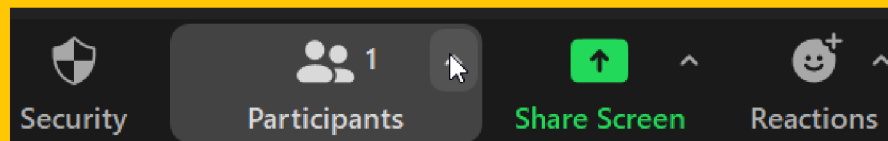
2

A list of participants will show to the right. Hover the mouse pointer over your name until you see the three dots.

Participants (1)

S(Student (he... (Host, me) **Unmute** ...

3

Click the three dots and select "Rename."

Participants (1)

S(Student (he... (H | Add Profile Picture
Rename

4

In the pop-up box, enter your first and last name. Pronouns can be in parentheses. Click "Change" to confirm.

Z Rename

Enter a new name below:

Student (he/they)

Change Cancel

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