

GAIN Local Trainer Instructions

SFY 14 GAIN Site Interviewer (SI) Certification Process using an online GAIN Training Workshop preparatory to QA Services

When the Local Trainer (LT) and the Site Interviewer Trainee (SIT) are from ***the same*** Business Psychology Associates (BPA) Network SUD Treatment Agency, arrangements for LT to certify SIT will be arranged internally:

1. Workshop Training Options: LT may choose to facilitate the GAIN Site Interviewer (SI) Training Workshop onsite, or have the SIT access the GAIN Site Interviewer online Training Workshop.
2. LT will complete and sign a GAIN LT/SIT Match Request for Approval Form and submit it to the Department of Health and Welfare/Substance Use Disorders (DHW/SUD) for approval. *A copy of the form is available online at: <http://wits.idaho.gov/> Click on the GAIN Tab and then scroll down to and click on **FY 14 GAIN Site Interviewer Training**.*
3. When approved, DHW/SUD will send the form to Chestnut Health Systems (CHS) with a cc to the LT and SIT.
4. CHS will send instructions to the SIT regarding when and how to access the online SI Workshop. The workshop takes about 5 hours to complete and is followed by a quiz.
5. When SIT passes the quiz, they will receive a certificate of completion and forward a copy to LT.
6. **If the LT chooses to provide the SI Workshop in-house, steps 3 & 4 do not apply.**
7. At this point, the LT will begin the second phase of the GAIN Certification Process: **QA Review and Written Critiques Services**. The LT will make arrangements with the SIT to begin the process of audio taping interviews and submitting hard copies of GAIN Administrations (*Note: SIT will submit the original copy of the paper/pen version of scripted interviews. However, for live client interviews they may submit either the original copy of the paper/pen version or a printout copy of the GAIN ABS version*). *The primary difference between the options is that the questions asked on the Grids will have a different format when administered on the GAIN ABS.*
8. When the SIT achieves Sufficient or Excellent on Summary Ratings, the LT will submit a completed *Site Interviewer Certification Recommendation Form and Summary Sheet of QA Feedback* to CHS.
9. CHS will notify LT when SIT has been certified as a GAIN Site Interviewer with a cc GAINTrainingAndAcces@dhw.idaho.gov.
10. LT will forward a copy of Site Interviewer (SI) Certificate to the new Site Interviewer.

LTs may access the SI Training Website as a refresher

Send an e-mail to Nicholas Scherrer at njscherrer@chestnut.org

- Please include the following information: Full Name; Email; Agency; City

Regular communication between LT and SIT is key to a smooth certification process:

Tell your SIT to contact you immediately if there are questions or an anticipated delay in completing certification by the target date. If SIT is administering the GAIN-I to live clients on GAIN ABS, his/her access permission ends at the 90-day target date for certification, if certification is not yet complete. The LT may request an extension by e-mailing GAINTrainingAndAcces@dhw.idaho.gov with cc to Cheryl Hawkins of the WITS Help Desk at HawkinsC@dhw.idaho.gov.

If you have additional questions, e-mail GAINTrainingAndAcces@dhw.idaho.gov