

PREVENTION TRAINING AND TECHNICAL ASSISTANCE DELIVERY SYSTEM



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Project Goal



- The Oklahoma Department of Mental Health and Substance Abuse Prevention Services goal was to develop a formal procedure for processing state Training and Technical Assistance services to providers.

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Flow of TTA

ODMHSAS Prevention Services developed a procedure for the flow of TTA on-line from ODMHSAS Prevention Division to providers in a manner that is timely, consistent, measureable and trackable.

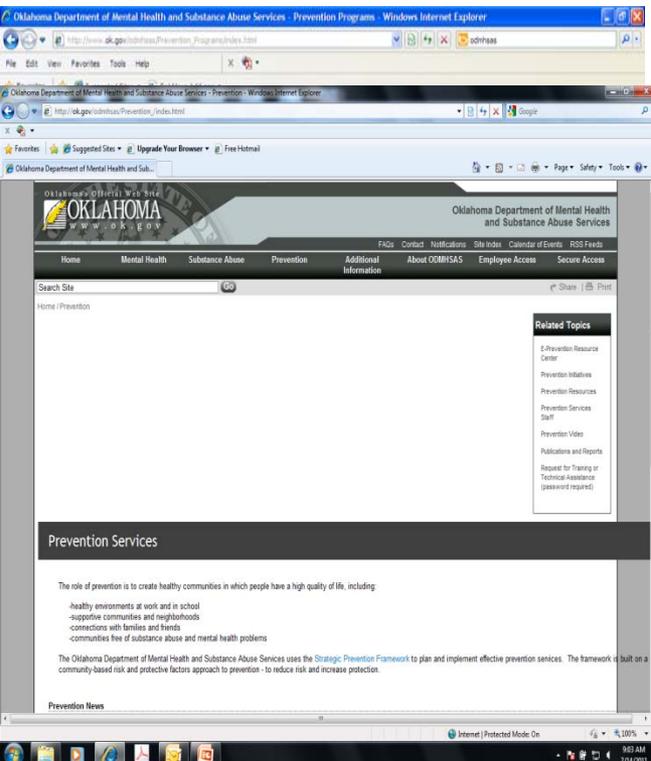


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TA/TRAINING REQUEST FLOWCHART

1. Enter the ODMHSAS website.
2. Click on “**prevention**” tab.



Training or Technical Assistance Request

- Redirected to a page with definitions, examples, and overall TA/Training request process
- Hyperlink on page to Request Form

Request Form

- Agency (address/city, state, zip)
- Contact info (email, phone, fax)
- Training/TA (Check what is being requested)
- Training descriptions
- Submit to TA/Training button

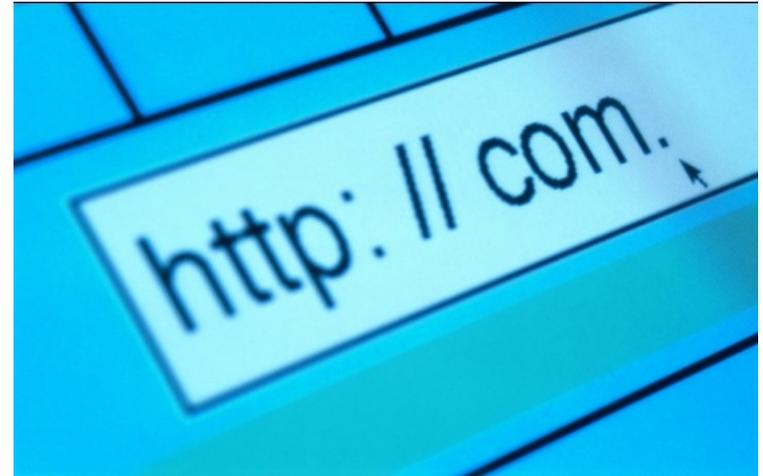
Submitted to Prevention Field Staff

- ODMHSAS TA/Training staff point of contact notified of new request.
- ODMHSAS staff contacts the provider that the request has been received.
- Training or technical assistance request is completed.

Satisfaction Survey

- An automatic survey is generated and sent to the agency point of contact (satisfaction/outcome/etc).

DEMONSTRATION



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REQUESTING TRAINING AND TECHNICAL ASSISTANCE ON-LINE

- Enter The Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) website.
- Click on Prevention.
- Click on Training or Technical Assistance Request.
- You will be redirected to a page with definitions, examples, and overall training and technical request process.
- Click on the hyperlink to request the training or technical assistance form.
- Complete and submit request.
- ODMHSAS training and technical assistance staff point of contact notified of new request.
- ODMHSAS staff contacts the provider that the request has been received.
- Training or technical assistance request is completed.
- An automatic satisfaction survey is sent to the provider.

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