Associate Facilitator Policy

This status will only be given to someone who has completed EFS and has attempted to attend the SISTA EBI Intervention Training but was not able to due to that class being cancelled.

For this classification to be given the following must be done:

- Completion of HIV Basic Series
- Completion of EFS Training
- Completion of the SISTA Supervisors Training E-Course
- Completion of reading the SISTA Facilitator Manual
- Completion of the viewing of SISTA DVD
  - SISTA-African American: It’s Like This
  - SISTA-Latina: Mi Hermano and The Renters/Los Inquilinos
- Completion of and passing the SISTA Facilitator Manual Quiz
- Observation of 2 sessions of SISTA conducted by a peer facilitator (if the agency does not have a cycle running, Program Coordinator must make arrangements with a sister agency)
  - For each, the Session Observation Summary Form will be completed that will detail observation including identifying tools used that would enhance their facilitation and traps that they recognized to brainstorm to avoid for their facilitation.
  - A post session discussion with her supervisor reviewing the above form each time
- Co-Facilitation of 3 sessions of SISTA (if the agency does not have a cycle running, Program Coordinator must make arrangements with a sister agency)
  - Completion of the SISTA Fidelity Form with the co-facilitator
  - Completion of the Co-Facilitation Session Comments Form
  - A post session discussion with her supervisor reviewing the above form each time
  - For at least one of the three sessions, the supervisor must observe the session, complete the Post Session Discussion form, and review the findings with her
- After this is complete, a TA meeting will be scheduled by the supervisor to review all of the above. In attendance will be Rutgers staff, supervisor, and staff seeking Associate Facilitator status. At that meeting:
  - Rutgers will review the above documentation
  - The individual will conduct a “teach back” segment of the SISTA intervention (Rutgers will select the teach back section in advance)
  - A discussion will be conducted highlighting the individual’s strengths and needs
  - A test will be given to assess the individual’s knowledge of SISTA
  - At the end of this meeting, Rutgers staff will either certify the individual as an Associate Facilitator or give the supervisor and the individual a report of that person’s remaining needs
• If Rutgers staff deems the individual ready to facilitate at an Associate level, a memo certifying the individual will be created and sent to the individual, the supervisor and their PMO stating the individual is ready to begin facilitating at an Associate level.

• Agencies with a person facilitating at an Associate level must maintain the following:
  o Staff member must attend the next scheduled SISTA Training of Facilitators
  o Until then, there must be:
    ▪ A monthly supervisor observation and debriefing (this is more frequent than with fully trained staff). This meeting will be documented on the SISTA Session Evaluation Form for Supervisors.