



## National Lethality Assessment Program—Maryland Model (LAP) Training and Technical Assistance Project

### MNADV Commitment

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1. MNADV staff will determine the on-site training date, after conferencing with the Team Coordinator and the Trainers. MNADV staff will make all travel and lodging arrangements for MNADV Staff/Trainers.
2. MNADV will facilitate the “Step 2: Pre-training Teleconference” by coordinating a suitable date for the Team Coordinator, policymakers, and staff members, as well as the Trainers; making the teleconference arrangements; and disseminating the call-in instructions and teleconference handouts to the Team Coordinator and the Trainers.
3. MNADV staff will facilitate the “Step 3: Trainers Pre-Training Contact with the Agencies,” by coordinating suitable dates for the Team Coordinator, the Trainer, and the Representatives for each call; making the teleconference arrangements; and disseminating any pre-call information and handouts to the Team Coordinator and the Trainers.
4. MNADV staff will mail a flash drive to the Team Coordinator at least four weeks before the Step 3 teleconference, to ensure the Team Coordinator has enough time to access the documents and make copies prior to the training day. If there are difficulties accessing the documents, MNADV staff will assist the Team Coordinator in making sure the documents are available, by sending the documents electronically or sending another flash drive.
5. MNADV staff will coordinate and facilitate a one-day training in a “Train-the-Trainers” format. MNADV will send two Trainers/MNADV staff to the site.
6. MNADV staff will assist sites with implementation of the LAP by facilitating teleconferences and providing technical assistance.
7. MNADV staff will assist the sites in their data collection and submission responsibilities by sending instructions and/or template documents well in advance of any submission deadlines.
8. Following the LAP implementation, MNADV will be available to assist the sites by providing on-going technical assistance via e-mail, teleconferences, webinars, and re-training. MNADV will keep the sites up-to-date with the latest documents, survey results, and information regarding the LAP on at least an annual basis.
9. MNADV will be responsible for all of their own costs: transportation to the sites, lodging, consultant fees, phone and technology fees, etc. **MNADV will NOT reimburse or pay for any costs incurred by the sites relating to the training. The sites are responsible for paying for their own long-distance telephone fees, the cost of copying the materials, the training site and transporting staff to the training site, and the cost of any food or beverages provided during the training.**

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