



Maryland Network Against Domestic Violence

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

Responsibilities of the Team Coordinator Checklist

Pre-training Responsibilities

- Determine the Team Coordinator and a representative for each participating agency.**
 - The Team Coordinator is responsible for making sure all aspects of the training, implementation, and follow-up are taken care of and is the primary contact for MNADV.
 - Give the names, titles, e-mail addresses, and telephone numbers of each agency representative and the highest ranking official in each agency to MNADV.

 - Select a training site**
 - Select a training site that is convenient and comfortable for the trainees, has ample parking, and appropriate space and seating to accommodate everyone. Consideration should be given to how much time is needed for lunch and how it will impact the day's schedule.

 - Schedule a date for the train-the-trainer session**
 - Determine at least three options for the in-person training date that work for all the agencies.
 - Let MNADV know the date options within two weeks of receiving approval notification.

 - Participate in the pre-training teleconference and debrief (Step 2 in the application packet)**
 - Assemble policymakers*, agency representatives, and staff members who will be responsible for administering the LAP within their respective agencies to participate in a pre-training teleconference. This two-hour information session, conducted about two months prior to the scheduled training, serves to ensure that all the individuals involved are fully informed about the LAP and are ready and willing to proceed with the requirements of the project.
 - Distribute the call-in instructions and handouts that MNADV will provide to the Team Coordinator prior to the teleconference.
 - One week after the teleconference, be available for a brief call with MNADV to discuss any issues or questions that came up during the teleconference, and talk about next steps.
- *For law enforcement agencies, “policymakers” would be the head of the agency and command staff representatives, individuals who manage training personnel, and a patrol officer/DV unit supervisor. For domestic violence service programs (DVSPs), a “policymaker” would preferably be the Executive Director, hotline staff manager, and individuals supervising staff training.*
- Open and review training materials**
 - Ensure there are no difficulties opening each document on the flash-drive at least one month prior to the training session. Confirm with MNADV that each of the documents is accessible.

 - Participate in teleconference with MNADV staff and trainers (Step 2, continued)**
 - Participate in the teleconference with MNADV staff/trainers at least two weeks prior to the training to gather additional information and prepare for the training.

Prepare the training site (Step 3 in the application packet)

- Arrange morning refreshments, on-hand beverages, and lunch options as consistent with your agencies' policies.
- Ensure the availability of AV equipment: computer with speakers, auxiliary speakers (if needed), handheld remote control (if available), projector, adequate blank wall space for projection, and a DVD player as a backup.
- Ensure there are enough copies of the training materials on hand for each participant.

Post-training Responsibilities

Meet with the agency representatives following the training (Step 4 in the application packet)

- The Team Coordinator will meet with representatives from participating law enforcement agencies and DVSPs to discuss how training of personnel and staff will be accomplished, administrative procedures regarding implementation, and a target date for implementation.
 - The purpose of the in-person training is to make sure the participants have a thorough grasp of the LAP. The training does not go in-depth on how to train agency staff. While we provide sample lesson plans and will brainstorm options with you, it is up to each agency to determine how the staff is trained. These decisions may be made over a series of meetings, and should begin to take place within two weeks of the on-site training.
- Provide MNADV with the proposed date for implementation and the training plan.

Participate in the MNADV implementation teleconference (Step 4, continued)

- Following the receipt of the information requested in the item above, a teleconference will be arranged by MNADV with the agency representatives to discuss implementation and answer any questions the agency representatives have regarding implementation and training.

Complete staff training (Step 4, continued)

- The newly instructed LAP trainers will train their staff through either a regular one-hour in-service session or over several roll calls for law enforcement, and a two-and-a-half-hour in-service session for DVSP staff. Training must be completed within three to four months following the in-person training by MNDV.

Implement the LAP (Step 4, continued)

- Implementation must occur no later than four months following the training provided by MNADV; however, the LAP may be implemented as soon as in-service training has been completed.
- The Team Coordinator will notify MNADV of each agency's actual implementation date.

Collect and submit data (Step 5 in the application packet)

- LAP statistical data must be collected by law enforcement agencies and DVSPs for the first 6 months after implementation for the purpose of providing a LAP statistical report to MNADV.
- The Team Coordinator will provide the data to MNADV via e-mail.
- MNADV requests, but does not require, that sites continue to submit annual data reports.

Ongoing communication with MNADV (Step 5, continued)

- Team Coordinator is responsible for disseminating any updated training materials, newsletters, or requests for feedback from MNADV.
- Each agency can send any technical assistance questions or problems directly to MNADV.