Buprenorphine Waiver Virtual Training: Set Up Toolkit

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Introduction:

This manual was created by the NYSDOH Office of drug User Health to serve as a guide on the standard procedures of setting up a virtual buprenorphine waiver training, of the typical Half and Half "In-Person" portion of the required waiver training.

This manual includes a breakdown of the tasks involved for each step of the process ensuring all federal training and continuing education requirements are met, including roles and responsibilities, webinar logistics for prior to, day of and after the virtual training.

Statutes and Regulations:

Buprenorphine is the first medication to treat opioid use disorders (OUD) that can be prescribed or dispensed in physician offices significantly increasing access to treatment.

The Drug Addiction Treatment Act of 2000 (DATA 2000), the Comprehensive Addiction and Recovery Act (CARA) and the Substance Use-Disorder Prevention Opioid Recovery and Treatment for Patients and Communities (SUPPORT) Act allows qualified practitioners to dispense or prescribe buprenorphine for the treatment of OUD.

- **DATA 2000** permits physicians who meet certain qualifications to obtain a DEA waiver to prescribe buprenorphine
- **CARA (2016)** under certain conditions and restrictions, raised the total number of patients a prescriber can have for the purposes of dispensing buprenorphine from 30 up to 100 per year
- **SUPPORT Act of 2018** extended prescribing buprenorphine to qualifying other practitioners (Nurse Practitioners (NPs), Physician Assistants (PAs), Clinical Nurse Specialists (CNSs), Certified Registered Nurse Anesthetist (CRNAs), and Certified Nurse-Midwifes (CNMs) until October 1, 2023.

After one year at the 100-patient limit, physicians and qualifying other practitioners who meet the above criteria can apply to increase their patient limit to 275.

Required Training:

Substance Abuse Mental Health Services Association (SAMHSA) funds the Providers' Clinical Support System (PCSS) to provide practitioner training in the evidence-based prevention and treatment of OUD and offers the required trainings needed to apply for buprenorphine waiver notifications.

- Physicians require 8 hours of training to apply to the Drug Enforcement Agency for a waiver to prescribe buprenorphine, one of three medications approved by the FDA for the treatment of opioid use disorder.
- Eligible Advanced Practice Registered Nurses (APRN) (NP/CNM/CNS/CRNA) must complete 24 hours of specialized training to prescribe buprenorphine, one of three medications approved by the FDA for the treatment of opioid use disorder. The training includes 8 hours of MAT waiver training and an additional 16 hours of training.
- Physician assistants must complete 24 hours of specialized training to prescribe buprenorphine, one of three medications approved by the FDA for the treatment of opioid use disorder. The training includes 8 hours of MAT waiver training and an additional 16 hours of training.

Note: This manual covers the "virtual/in-person" portion of the first 4 hours of the required training. The remaining required training is available online at PCSS.

The Half and Half In-Person Training Course Covers:

- OUD Treatment
- Pharmacology
- Clinical Application
- Urine testing
- Clinical Tools and Specialty Topics
- Completing of NOI Waiver Form
- Case Studies

Applying for a Buprenorphine Waiver:

Upon completion of the all required training, 8 hours of qualified training for physicians and 24 hours for other qualified practitioners, practitioners must complete the Buprenorphine Waiver Notification of Intent (NOI) at the SAMSHA site. https://buprenorphine.samhsa.gov/forms/select-practitioner-type.php

The NOI must contain:

- The practitioner's qualifying credentials and additional certifications Practitioners are required to meet "in good faith" the criteria for obtaining a waiver such as having a valid medical license, valid Drug Enforcement Administration (DEA) registration.
- The practitioner's capacity to refer patients for appropriate counseling and other services.
- The practitioner will not have more than the approved number of patients at any one time for the first year, regardless of the number of practice locations.
- Practitioners also must upload their training certificate after completing the waiver form to show that they have completed the required training to prescribe and dispense buprenorphine.

For those practitioners that intend to immediately facilitate treatment of an individual (one) patient this requires:

- The practitioner to check the "immediate" box on NOI
- Immediate treatment is limited to one patient per form submitted. Each form must have a different submission date.
- After reviewing the practitioners immediate to treat request, CSAT's Buprenorphine Information Center will send an email to the practitioner approving their intent to treat one patient immediately.
- Contact CSAT's Buprenorphine Information Center at 1-866-BUP-CSAT (1-866-287-2728) or send an email to infobuprenorphine@samhsa.hhs.gov to verify that the notification form has been received and to notify CSAT of the practitioner's intent to begin treating one patient.

SAMHSA reviews applications within 45 days of receipt. Once the application process is complete and the application is approved, SAMHSA will email an approval letter to the practitioner indicating their waiver level with certification date and informing them they will receive their x-designation from the DEA within seven to ten business days.

PCSS Virtual Training Requirements:

- Completed attestation form **(Appendix G)**
- The attendance report must be downloaded (from your virtual hosting platform) to document the participants were in attendance for the duration of the event
- All participants must have their video camera turned on for the training
- Polling questions must be used during the training to confirm attendance and participation
- For every 30 participants you will need to have one moderator and one instructor
- All instructors and moderators must sign the Attendance Verification Log after the training certifying the attendance of the participants before it is submitted to AAAP
- This training is approximately 4 hours in length and participants are required to be on the virtual training the whole time in order to be eligible to complete rest of the waiver process
- The training can be split into two (2hr) sessions and participants must participate and complete both sessions

Waiver Trainers:

NYS uses trainers that are vetted by us and PCSS. All trainers have good experience with buprenorphine prescribing and teaching experience. Trainers have agreed to deliver training in line with our best practices and are experienced in co-facilitating waiver training with a PCSS accredited trainer

Waiver Training Set Up:

Coordination Details:
When setting up a training with an LHD or other entity, an initial call with the lead contact for the training should be scheduled. (During the initial call, there are some logistical questions that need to be answered **(See Appendix A: Preliminary information to know for setting up a training)**

- After the initial call, a summary email of next steps and event roles is sent. **(See Appendix B: Next Steps Email)**

Note: It is recommended to create a training tracker for planning purposes. **(See Appendix C: Training Tracking)**

Step One: Identify Trainer

Trainers must be waived and experienced buprenorphine prescribers with waiver training experience (co train with PCSS certified trainer). Application to become a waiver training course instructor is accessed through this link.

If a trainer is not already identified from the initial call, the waiver training organizer should reach out to PCSS certified trainers.

In NYS we have a cadre of consultant trainers with prescribing experience in different settings and different regions. (**See Appendix D: Trainer Template)**

- Confirm via email the date and time of the training with the trainer and the lead contact for the request

Step Two: Set Up Logistics

PCSS requires the use of a virtual platform that can download an attendance report, such as Zoom or Web Ex.

- Set up a virtual platform link (**See Appendix E: Virtual Platform User Guides)**
- Set up the online registration form for the training; registration fields should include:
    - Full Name
    - Email Address
    - Title/Credentials
    - Organization
    - Work Address
    - Provider Specialty
    - Work Phone
    - DEA# (not a required field)

- Set registration platform to automatically sends confirmation email to registrants with a link to webinar
- Register the training in PCSS; PCSS now has the option of presenting the training remotely @ https://pcssnow.org/medication-assisted-treatment/request-host-mat-waiver-course/
- Set up the training flyer for marketing and CME purposes (See Appendix F see template)

****Note:** If CME' are being offered, work with accredited CME provider to ensure all requirements are met.

Step Three: Promotion

Set up a marketing strategy with emails of all local health departments, hospital and community health associations, American College of Obstetricians and Gynecologists (ACOG) etc.

- Send flyer to all marketing contacts **(See Appendix F: Flyer Template)**

Step Four: Pre/Post and Day of Logistics

Pre-Training Activities Virtual Training

Send the PCSS attestation form to trainer (**See Appendix G**: **PCSS Attestation form**)

- Work with trainer to identify what engagement feature such as polling etc. they may want to use during training
- Send the trainer and (other sponsors if training is conducted by other agency) an email containing attestation form and training materials 2 weeks prior to event
- Send all registered participants a confirmation reminder with platform link, PCSS requirement instructions and training **materials (See Appendix H: Participant Reminder Email)**

Note: Materials for Training *(See Accompanying Materials Folder)*

- ✓ CME instructions ***(if offered)***
- ✓ Training Agenda
- ✓ PCSS waiver training slides
- ✓ Local community provider info that can provide supportive services
- ✓ Clinical Guidelines: Treatment of Opioid Use Disorder and Best Practice documents that are state and/or federally approved
  Examples:
  New York State Department of Health AIDS Institute Clinical Guidelines Program: Treatment of Opioid Use Disorder
  https://www.hivguidelines.org/substance-use/oud/
  Implementing Transmucosal Buprenorphine for Treatment of Opioid Use Disorder Best Practices from New York State Department of Health and Office of Alcoholism and Substance Abuse Services
  https://www.health.ny.gov/diseases/aids/consumers/prevention/buprenorphine/docs/bupe_best_practices_2019.pdf

Day of Activities

- The producer opens up Web Ex or Zoom Training platform about 30 minutes prior to start
    - Load PCSS slides and Disclosure Slide on to the training platform

- Identify who provides welcome to participants
    - Explains how to use the training platform such as Q and A, polling etc.
    - Explain waiver process
    - Overview of CME process (if applicable)
    - Introduce and thank you to co-sponsors and warm hand off organizations (if applicable)
    - Introduce and thank trainer and person with lived experience (if applicable)
    - Let attendees know they must be on for the entire training as attendance reports will be run to serve as part of the attestation for PCSS

Post Training Activities

- Download virtual training platform attendance report
- Download Excel registration
- Ensure attestation form is completed and signed by trainer
- Upload the Attestation form and Attendance report to PCSS https://www.cvent.com/d/xyq8g5.
- Sends the follow up email to participants **(See Appendix I: Training Follow Up Instruction email)**
- Pay Trainers **(See Appendix J: Payment Scale and Justification)**

Best Practice for Incorporating Low Threshold Access:

While you cannot remove any PCSS slides, you can add to PCCSS slides to tailor and enhance training. In NYS we have incorporated best practice guideline slides into the training and worked with clinical consultants to create case studies tailored to the target audience. We have also included key discussion questions related to best practice and low threshold access into the training slide deck. (See accompanying materials)

NYS Lessons Learned:

- Have a person with lived experience on buprenorphine to share experience and answer questions
- Have 2 trainers to present to give differing approaches to case studies presented
    - Work closely with trainers
    - Provide flexibility in offering
    - Tailor trainings to audience
- Share best practices document as part of the training materials
- Coach on any stigmatizing language and frame training in a harm reduction approach

Post Training follow up and Technical Assistance is crucial in helping new prescribers to start prescribing. Offering post training TA and mentoring may include:

- Clinical Implementation Training
- Mentoring
- Clinical Collaboratives

Appendices

Appendix A: Preliminary information to know for setting up a training

Appendix B: Virtual Training Initial Call Next Step Email

Appendix C: Training Tracker

Appendix D: Buprenorphine Waiver Trainer List

Appendix E: Virtual Platform User Guides

Appendix F: Flyer Template

Appendix G: PCSS Attestation Form

Appendix: H: Participant Reminder Email

Appendix I: Participant Follow Up Email Sample

Appendix J: Trainer Payment Scale and Justification

Appendix A: Preliminary information to know for setting up a training

<table>
<tr><td>Date of initial planning call</td><td></td></tr>
<tr><td>Date of Training</td><td>Time</td></tr>
<tr><td colspan="2">DOH Led/ Requesting Organization Lead/LHD Led: (List)

Brief Introduction/overview about the Buprenorphine Waiver Training (*we can create a separate appendix to include all information i.e. description, inquiry as to what they want to accomplish etc. or add to this appendix). This will allow us to have a better understanding on how much information the agency knows/have about the waiver trainings and process. Explain the CME process</td></tr>
<tr><td colspan="2">If agency is familiar with trainings, ask if they have a trainer in mind or would they like for us to identify one

Compensating the trainer; inquire if they have a budget for the trainer, and explain the cost/fees breakdown accordingly (add sheet with formula)
A few variables apply:
Will it be an open or closed training?
Will it be a regional training?
Do we have enough funds to compensate a trainer for an agency</td></tr>
<tr><td colspan="2">What will the Target Audience be and approximate number of attendees desired?

Will they offer CME’s</td></tr>
<tr><td colspan="2">Who will contact and confirm the trainer? (DOH needs to confirm ANY trainer chosen are PCSS approved and an updated declaration form was submitted or is on file with University of Rochester for CME’s
If we reach out to the trainer, we need at least three optional dates from agency with a 60-day timeline to offer identified trainer/s</td></tr>
<tr><td colspan="2">Did they want to partner with any LHD?

Are there any other Co-Sponsors they have in mind?</td></tr>
<tr><td colspan="2">Who will set up the Web Ex or Zoom platform for training</td></tr>
<tr><td colspan="2">Who will serve as producer for the Webinar platform</td></tr>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2">Who will be the lead contact for the training?
Contact person to be listed for questions, inquiries, and a contact to handle webinar logistics</td></tr>
</table>

Appendix A: Preliminary information to know for setting up a training

Who will create the Flyer? **What is the preferred name of the agency (exactly how they would like their name to appear on flyer, registration etc.)?** **Who will create the registration platform? (DOH utilizes EVENTZILLA) * include eventzilla steps and set up instructions section** **Do they have a logo/s they want to use on the flyer?**
Who registers training is PCSS? (include PCSS instructions **etc.) Who will send confirmation email to registrants?**
Who is responsible for sending materials to participants electronically? **Does tailored slides need to be added? (from LHD if any or from agency or DOH)** **If CME's are offered explain the addition and importance of the disclosure slides**
How will training be marketed? (Depends if it is an open or closed training) ○ **For Open Training work with region to market and, market to NYS List Appendix H** ○ **For Closed Training it is responsibility of site to market within their agency**

Appendix B: Next Steps Email

Note: This is an email when working with another site to host training. Otherwise all roles and responsibilities are for DOH. Role and responsibilities may change depending on the training request. Make notes during call and send summary of the content of the call be sure to include:

- ☐ Task and person/site responsible
- ☐ Payment of trainer
- ☐ Next Steps

Hello All

Here is a quick summary of the details and responsibilities for the ***date of (****fill in date* ***) buprenorphine training:***

Site/Organization: fill in name of Organization)

- Point Person (fill in site lead contact)
- Set up Registration Link
- Set up virtual training in platform
- Send registration link to DOH
- Serve as moderator
- Ensure all day of logistics
- Will participate in dry run on (fill in date)
- Work with DOH to Market
- Pay Trainer

DOH

- Confirm Trainer
- Register Training in PCSS
- Create Flyer
- Send flyer to accrediting body for CME's
- Send confirmation email
- Send PCSS Attestation form to site and trainer (fill in names)
- Send CME instructions to site
- Send email prior to training with instructions with materials and slides including disclosure slides to site lead
- Send email with materials
- Send post training email

Appendix C: Training Tracker Template

Training Requested and Pending
Training Planning in Progress
Training Complete
Training Canceled

Trainer	Date of Training	Contact Name and Email	CME’s Offered Yes/No

Appendix D: Trainer Template

Trainer Name	Credentials	Affiliation	Specialty	Email	Phone
Dr. David Garry	MD FACOG	Albany Women's Health	OB/GYN		
Dr. Sharon Stancliff	MD	Rikers Island	DOCCS		
Dr. Alice Paul	DO	REACH Medical	Primary Care		
Dr. Dudley Doright	MD	Buffalo MATTERS	ED		

Appendix E: Platform User Guides Zoom and Web EX

ZOOM USER GUIDE

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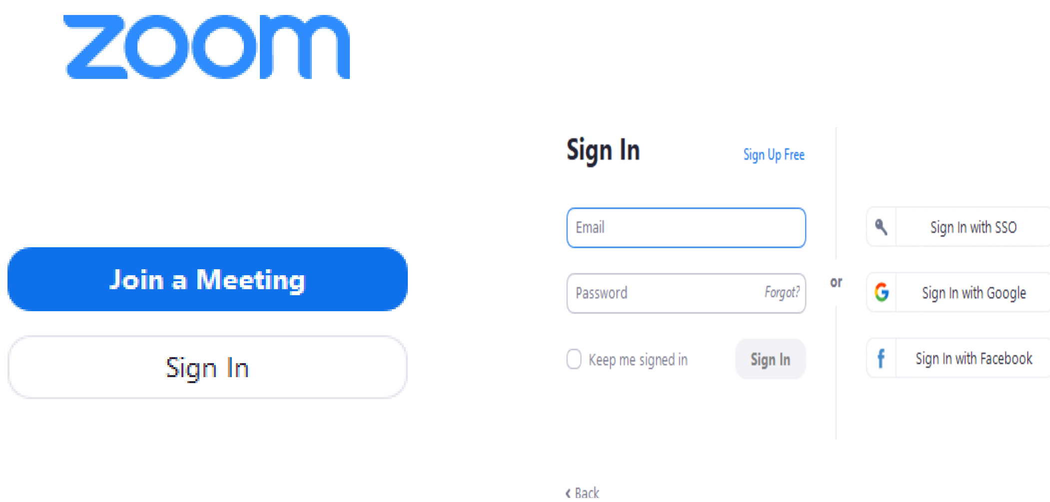
Getting Started with Zoom: A Step-by-Step Guide

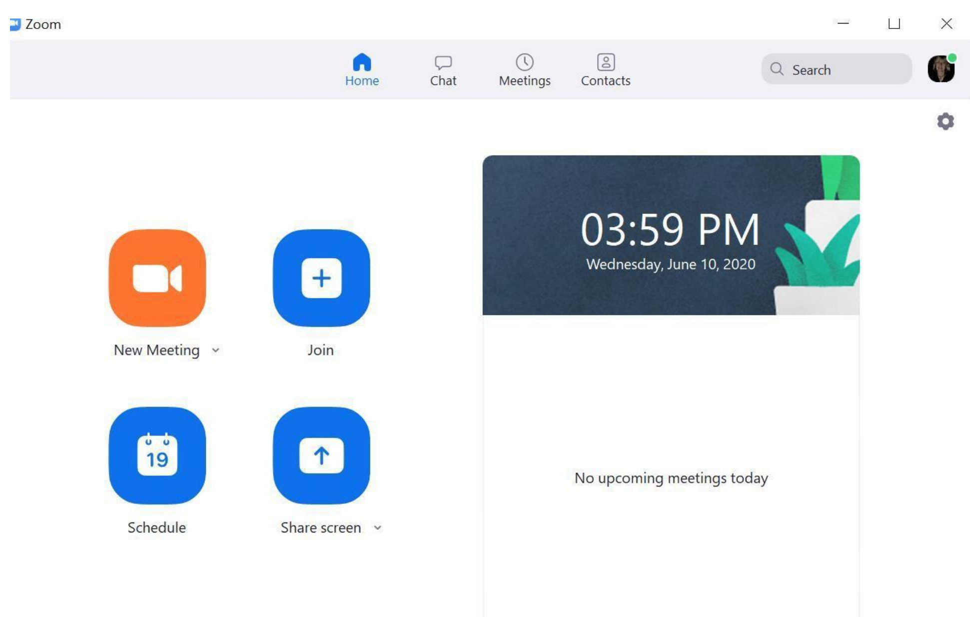
Sign in and Join

After launching Zoom, click **Sign In** start or schedule your own meeting. To sign in, use your Zoom, Google, or Facebook account.

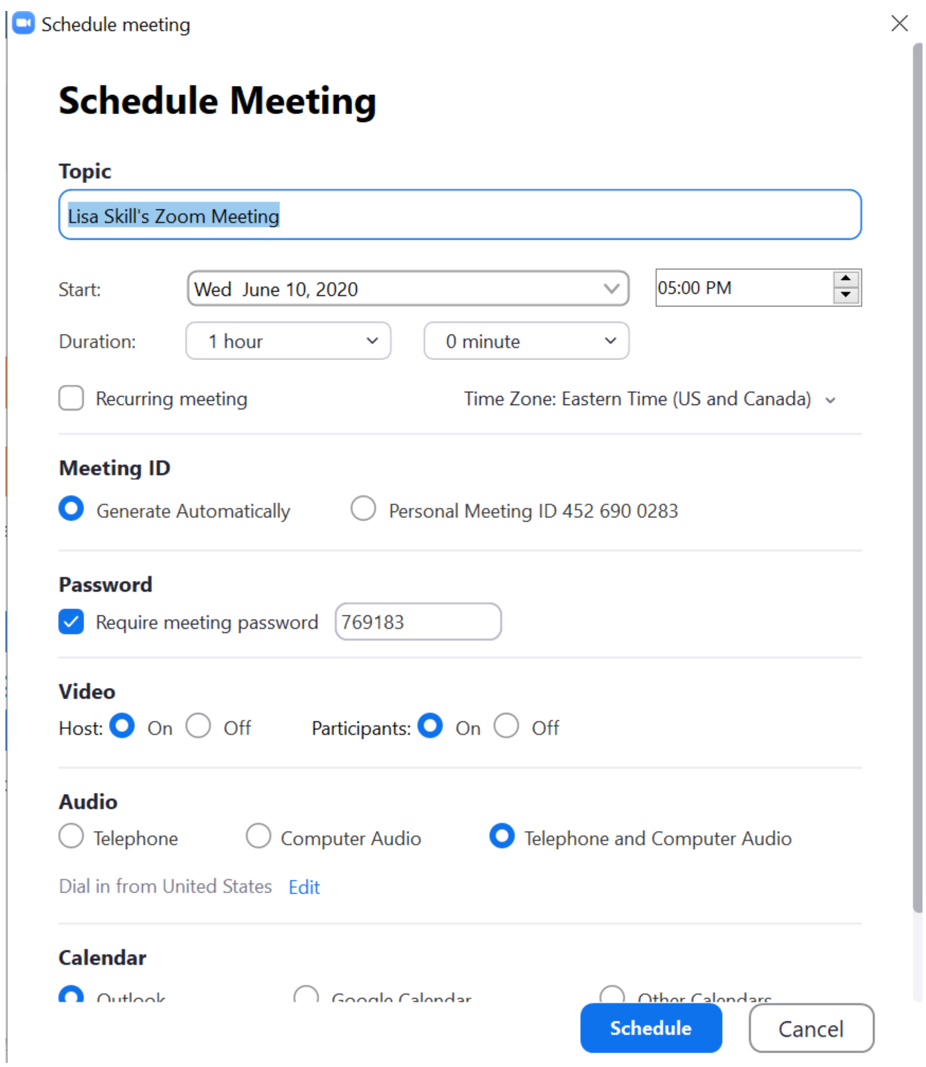


Scheduling Meeting

After signing in, you will see the **Home** tab, where you can click these options: Let's start with scheduling. Open your Zoom and navigate to the left of your account page and click schedule



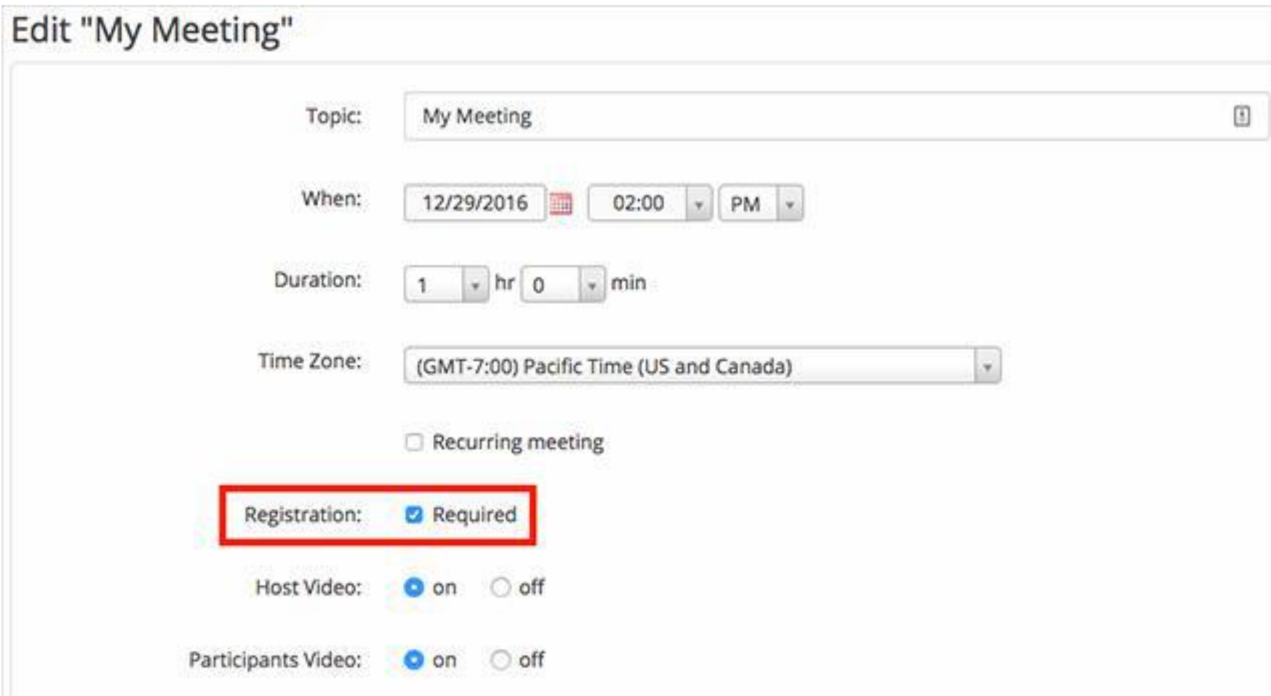
You will then see **Schedule Meeting** and here you will input details such as the meeting topic/title, date, time, and recurrence. You can go even further by enabling video for the host (yourself) and the participants, generating automatic (vs. personalized) meeting codes, and setting a meeting password to allow invitees to join.



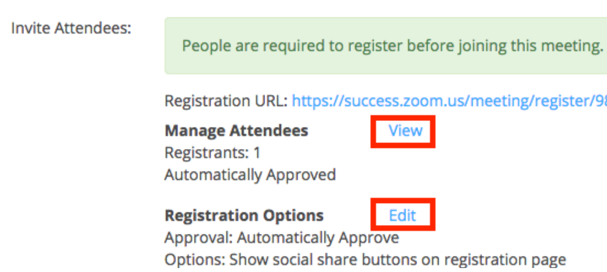
Setting Up Zoom Meeting Registration

Scheduling a meeting that requires registration will allow you to have your participants register with their e-mail, name, other questions, and custom questions. You can also generate meeting registration reports if you want to download a list of people that registered.

- Sign in to **the Zoom web portal** (not the desk top app) and click **Meetings**. You will be able to see the list of your scheduled meetings here. You can either schedule a new meeting or edit an existing meeting. Then check the "Registration: Required" box.



After scheduling the meeting, the Branding and Invite Attendees sections will appear. In the Branding section, you can customize your registration page with a banner and logo. In the Invite Attendees section, You can find your meeting link and the list of registrants. You can also set the type of registration for the meeting.



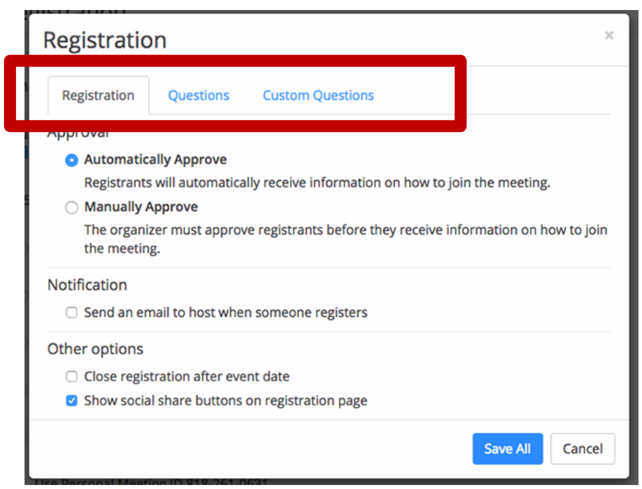
Registration Options

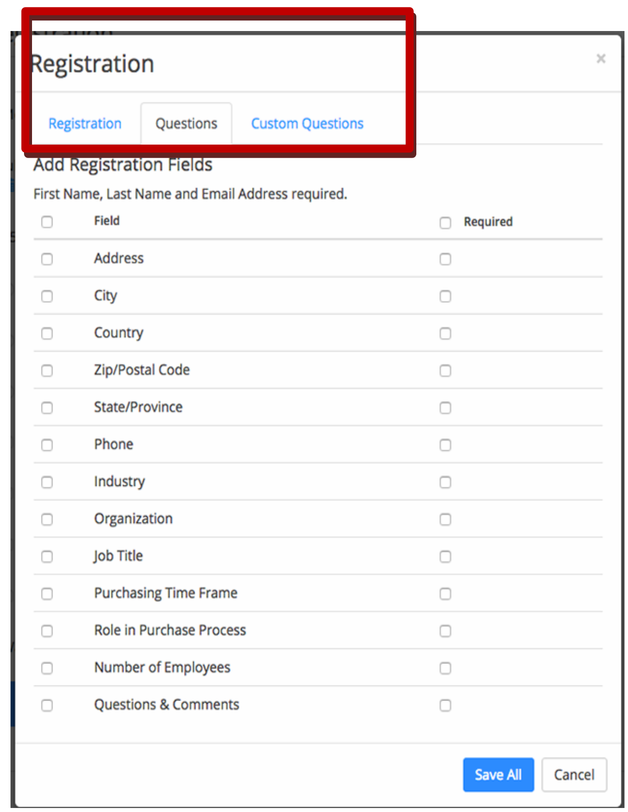
In this section you can configure the registration process by changing the approval type, registration questions, and some additional registration settings. There are 2 types of approval:

- **Automatic Approval**: Anyone who signs up will receive information on how to join.
- **Manual Approval**: Anyone who signs up will need to be approved by the host on the meeting management page.

As the host you can opt in or out for email notifications when someone registers. you can also not allow registration after the scheduled meeting time has passed.

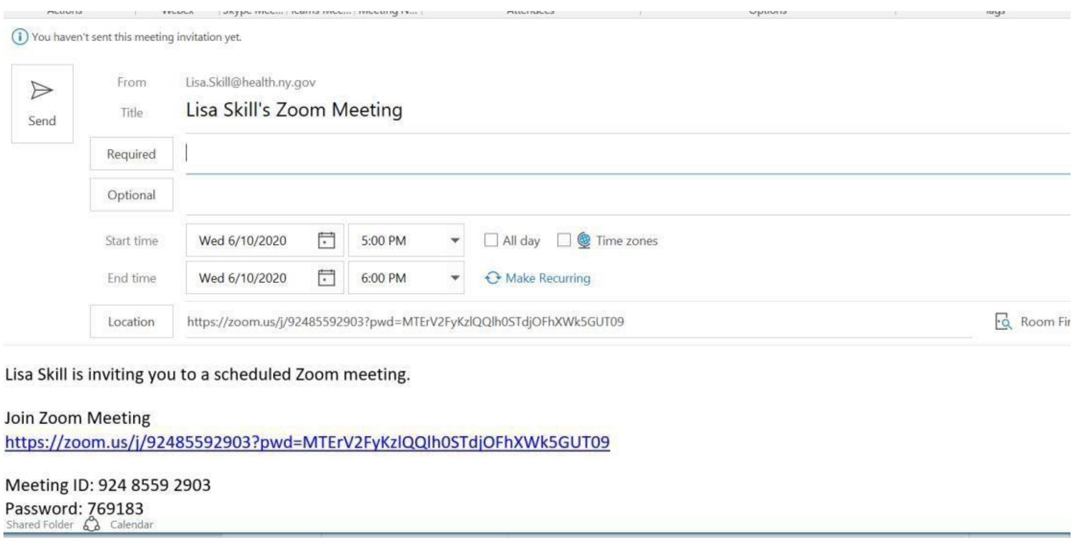
- You can also pick which registration questions are asked. Custom questions are supported





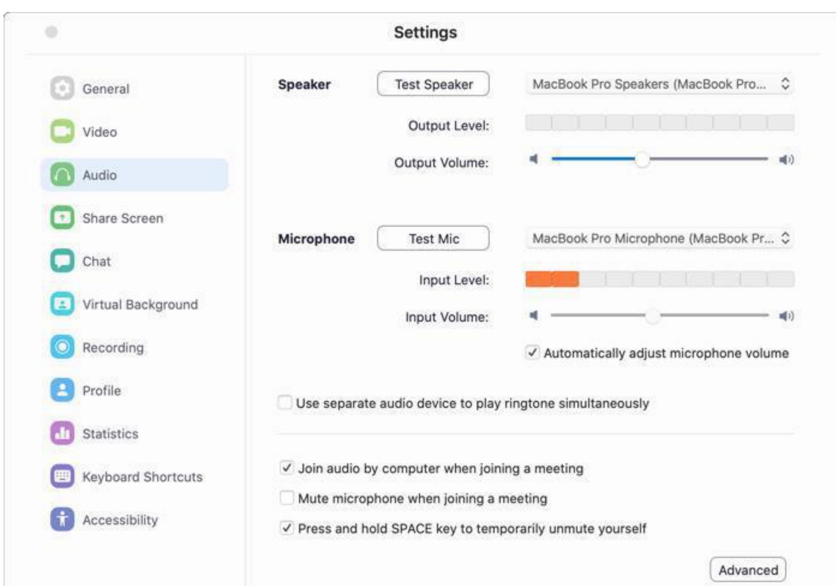
Email Invitations

Once you've set and saved all your meeting parameters, you can sync it to your Outlook or Google calendar and, when the time comes, email invitations to registrants. These emails will provide a link that synchronizes the meeting with their respective calendars and issues reminder notifications.



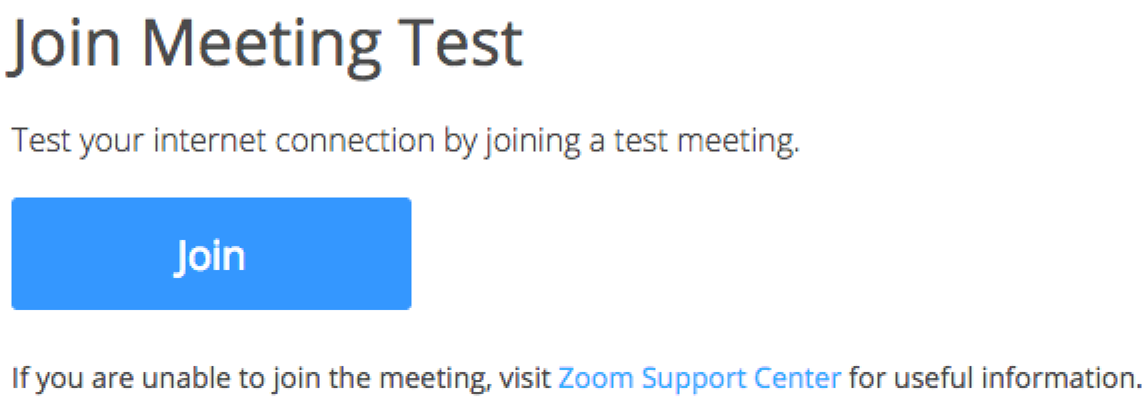
Start your first meeting

Before jumping into your first Zoom session, download the Zoom app from the [Download Center]() and install it on your computer. After you run the app, make sure your microphone and speaker are functioning correctly. You can do this by going to the settings on your app.

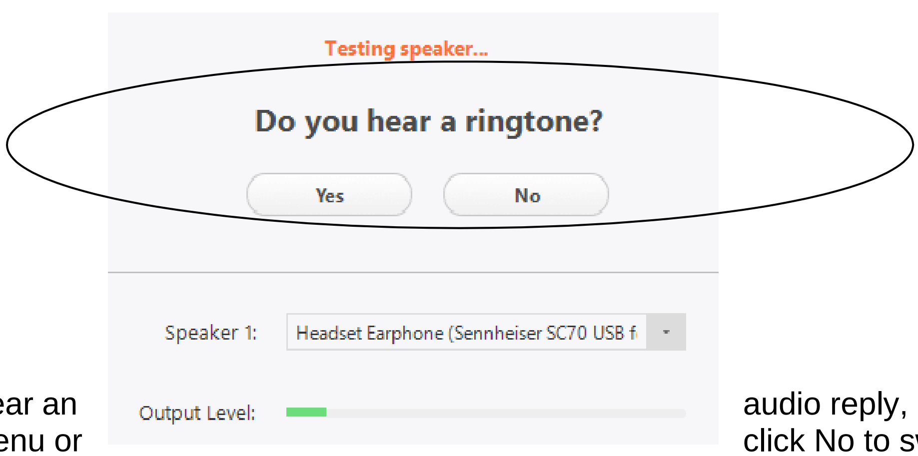


Conduct a Test Zoom Meeting

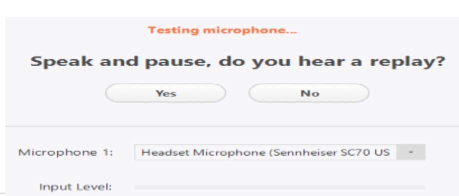
You can conduct a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. You can also test your video or audio while in a Zoom meeting.



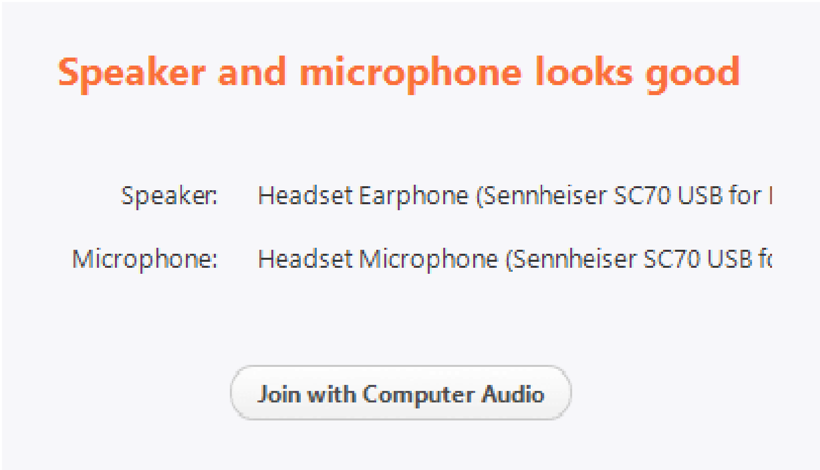
- When prompted by your browser, click **Open Zoom Meetings**. If you don't have Zoom installed on your computer, follow the prompts to download and install Zoom.
- The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



If you don't hear an audio reply, use the drop-down menu or click No to switch microphones until you hear the replay. Click Yes when you hear the replay.

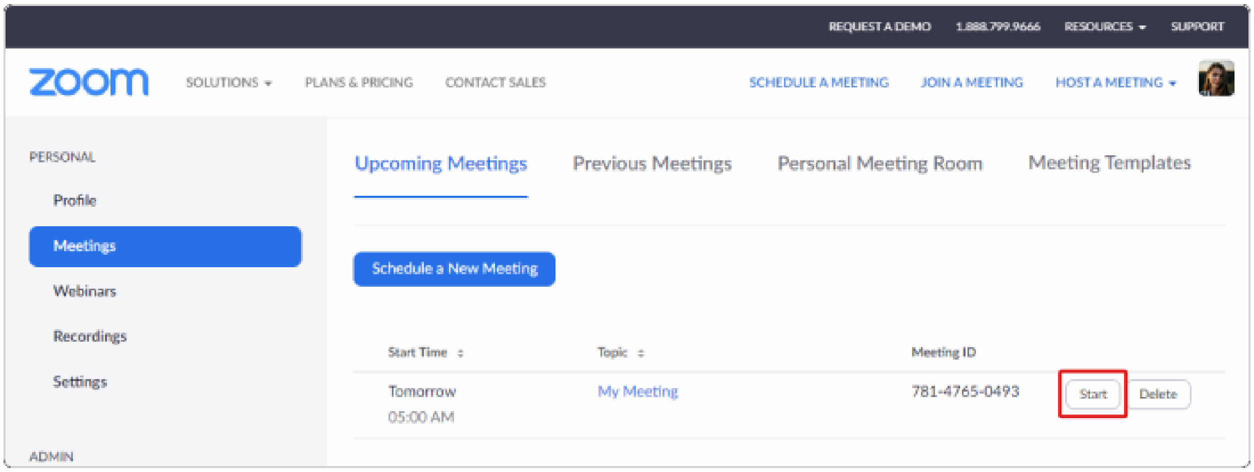


Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.

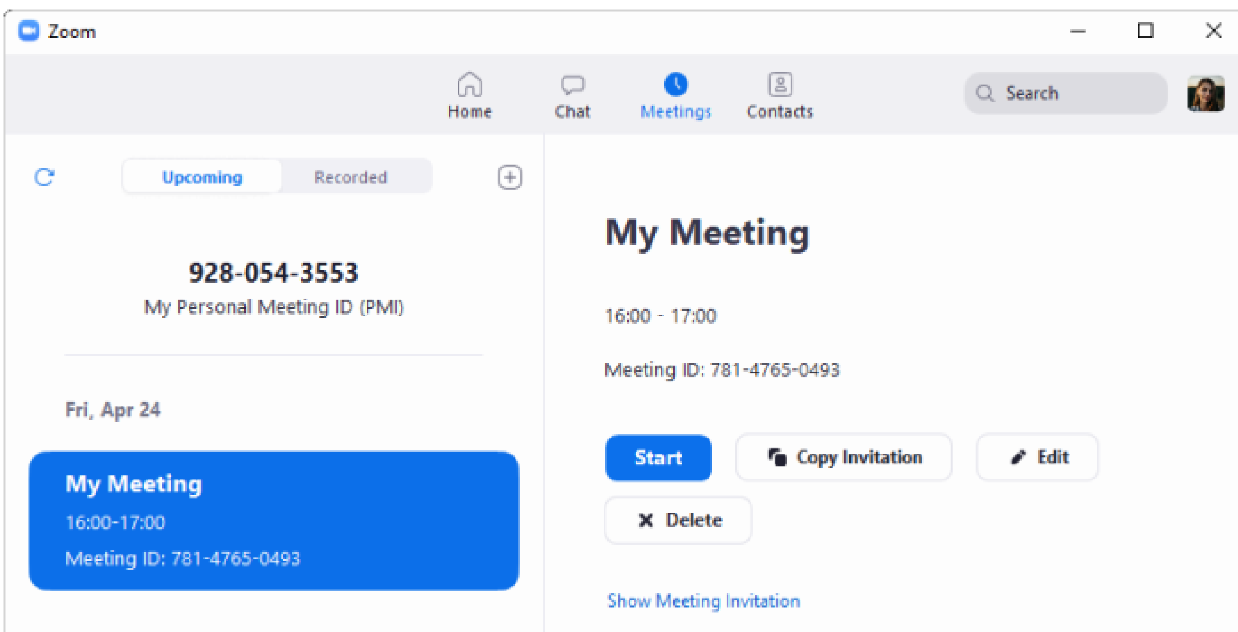


Start Meeting

To start your meeting! You can do this right on the Zoom website. Simply find the scheduled meeting and click **Start**.



Or you can start a meeting directly from your Zoom app.



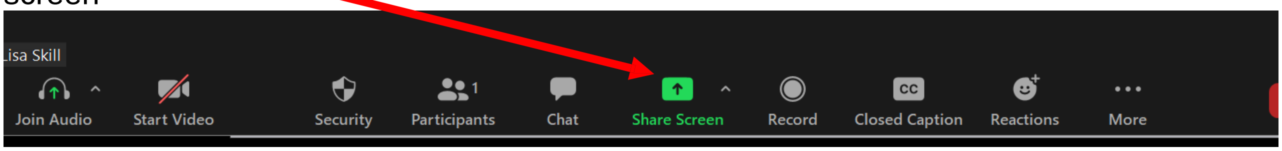
Or, you can navigate to your email inbox or calendar and click the link there.

Sharing Screen Overview

While in a meeting, you can share the following content:

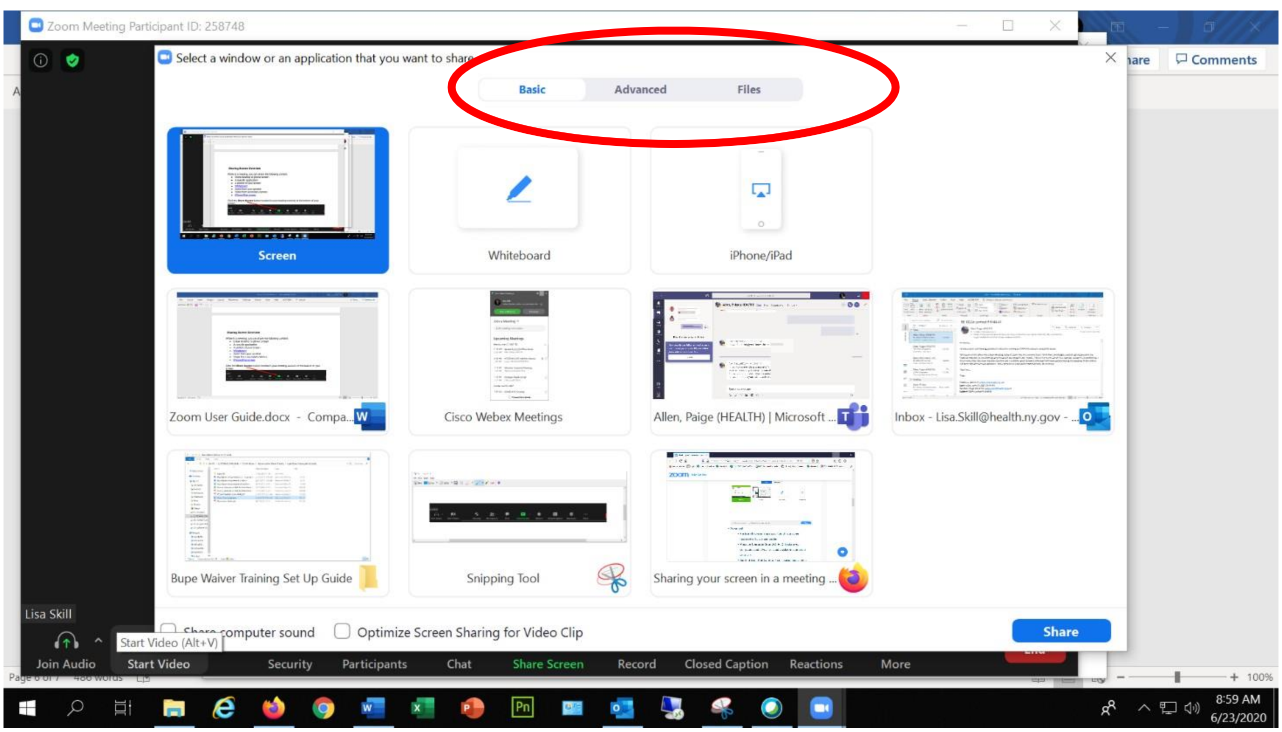
- Entire desktop or phone screen
- A specific application
- A portion of your screen
- Whiteboard
- Audio from your speaker
- Video from secondary camera
- iPhone/iPad screen

Click the **Share Screen** button located in your meeting controls at the bottom of your screen



You will see the options at top of screen

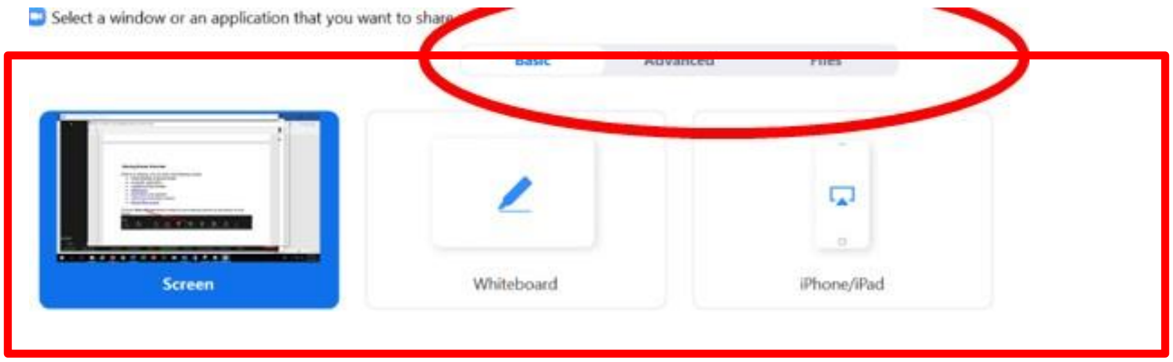
- **Basic**
- **Advanced**



Select one of these screen share options:

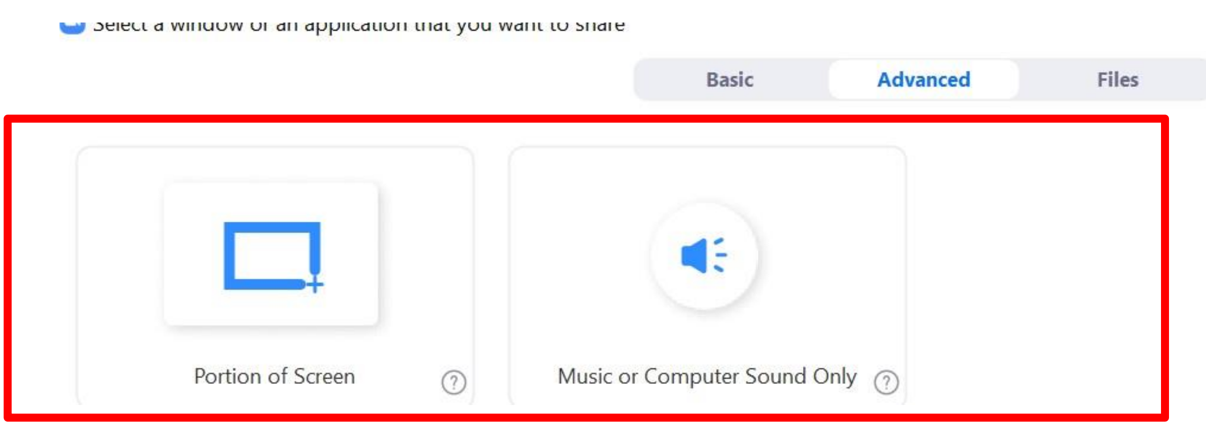
Basic:

- Share your entire desktop, specific application window, whiteboard, or iPhone/iPad screen

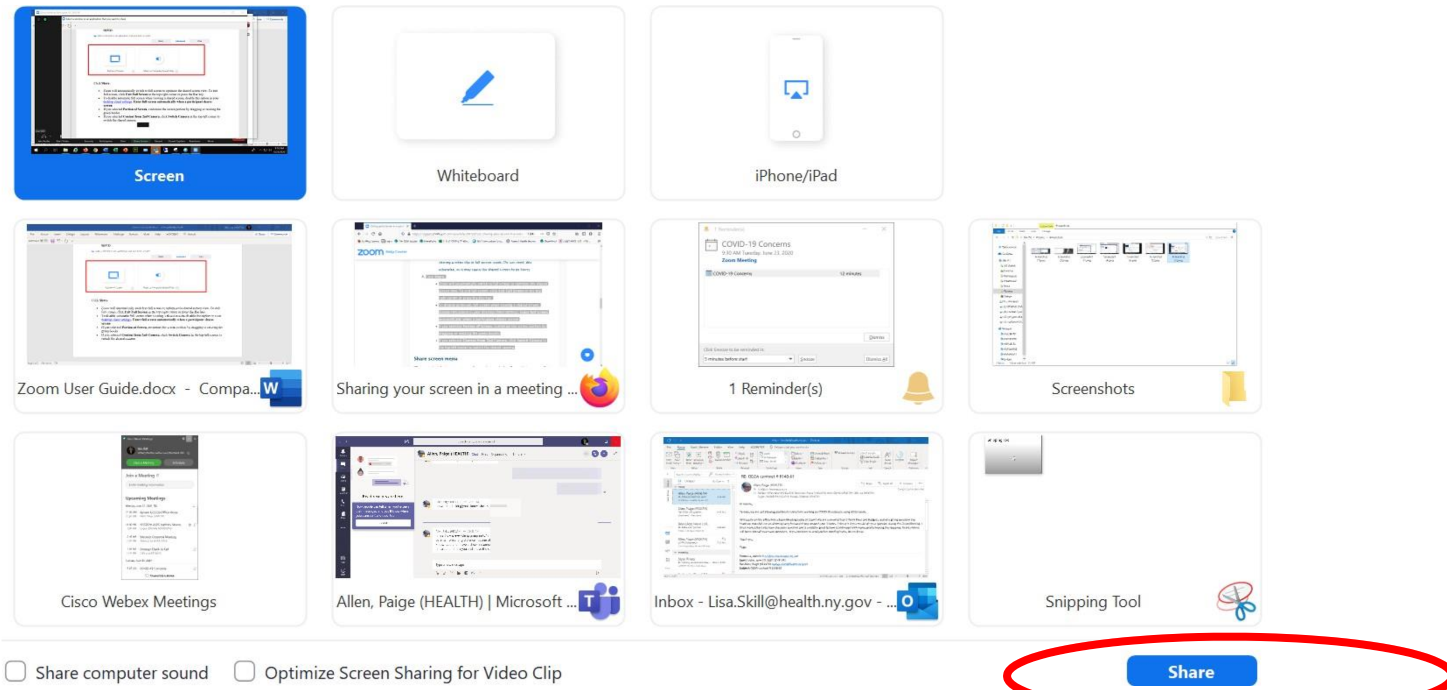


Advanced

- **Portion of Screen**: Share a portion of your screen represented by a green border.
- **Music or Computer Sound Only**: Only share your computer's audio (your selected speaker in your audio settings).
- **Content from 2nd Camera**: Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.



Click **Share**

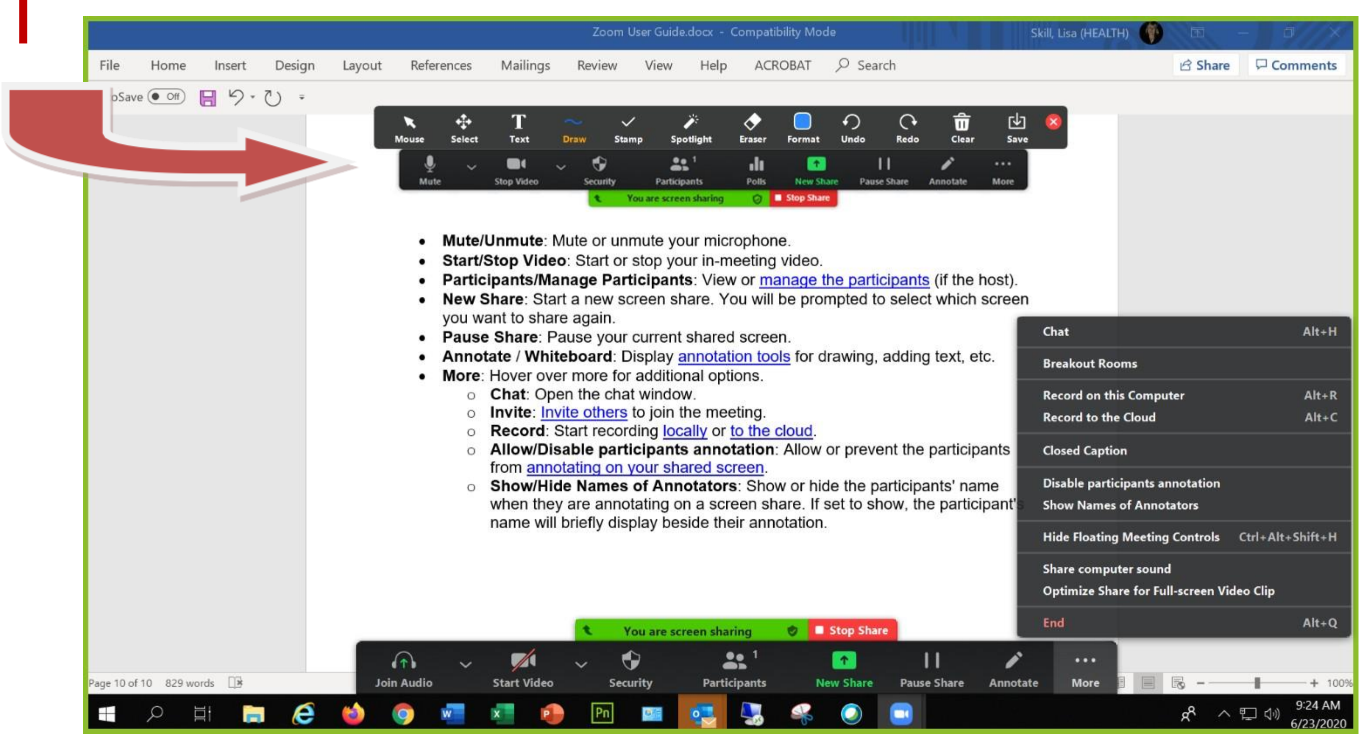


- Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
- To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: **Enter full screen automatically when a participant shares screen**.
- If you selected **Portion of Screen**, customize the screen portion by dragging or resizing the green border.
- If you selected **Content from 2nd Camera**, click **Switch Camera** in the top-left corner to switch the shared camera.

Share screen menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.

- **Mute/Unmute**: Mute or unmute your microphone.
- **Start/Stop Video**: Start or stop your in-meeting video.
- **Participants/Manage Participants**: View or manage the participants (if the host).
- **New Share**: Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share**: Pause your current shared screen.
- **Annotate / Whiteboard**: Display annotation tools for drawing, adding text, etc.
- **More**: Hover over more for additional options.
  - **Chat**: Open the chat window.
  - **Invite**: Invite others to join the meeting.
  - **Record**: Start recording locally or to the cloud.
  - **Allow/Disable participants annotation**: Allow or prevent the participants from annotating on your shared screen.
  - **Show/Hide Names of Annotators**: Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.



Recording Meeting Overview

You can record your Zoom meeting or webinar locally to your computer or to the Zoom cloud if you are a licensed user. Files stored on the cloud can be accessed on your desktop or from the web.

Note:

- **Locally recorded meetings and webinars can only be accessed on the computer that recorded the meeting.**

Cloud recording is automatically enabled for all paid subscribers. When you record a meeting and choose **Record to the Cloud**, the video, audio, and chat text are recorded in the Zoom cloud. The recording files can be downloaded to a computer or streamed from a browser.

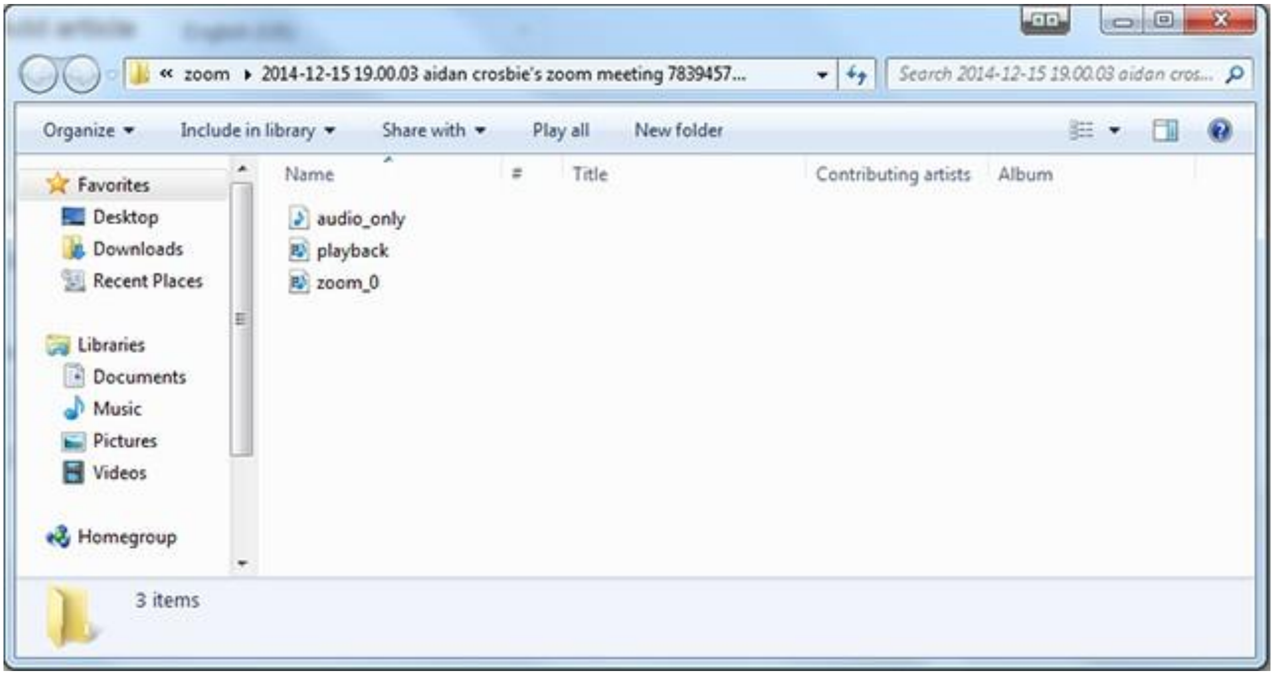
Note:

- You can also start cloud recordings on iOS and Android.
- You can record the meeting in different recording layouts including active speaker, gallery view, and shared screen.
- If you're have issues with cloud recording, see our frequently asked questions about recording.
- Zoom also offers local recording, which saves the recording files to your computer.

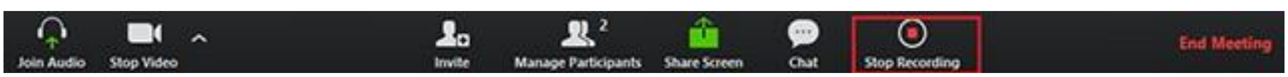
Cloud recoding save recording in MP4 (video), M4A (audio) and txt (chat) formats.

Your Recording

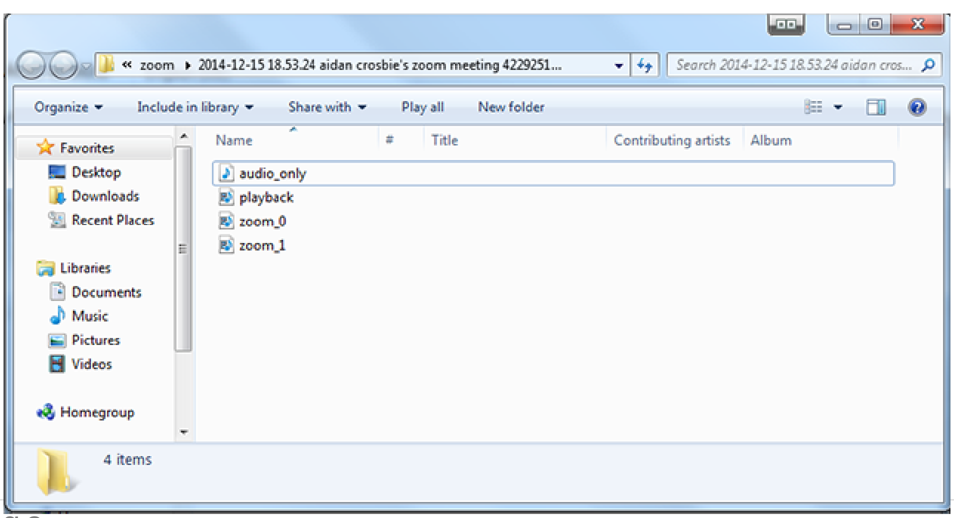
- After a recording is completed, you can go to "Meetings" and then "Recorded" to open the location of the recording on your computer.
- If the meeting was recorded without any breaks or the recording being stopped, the full length recording will be stored as seen here



However, if you select "Stop Recording" then "Start Recording" again, the recording will be saved in various segments.



In this folder 'zoom_0' would be the recording until the first stop, and 'zoom_1' would be the recording after the first stop.

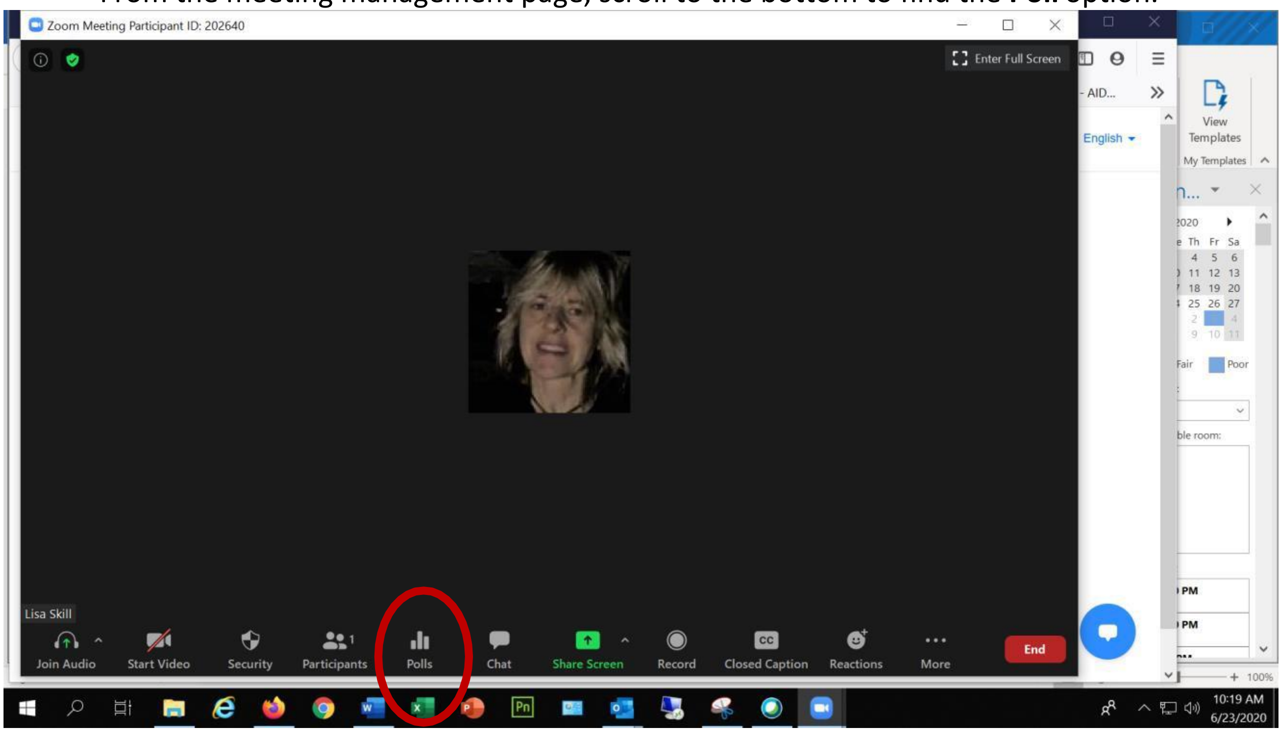


Polling Overview

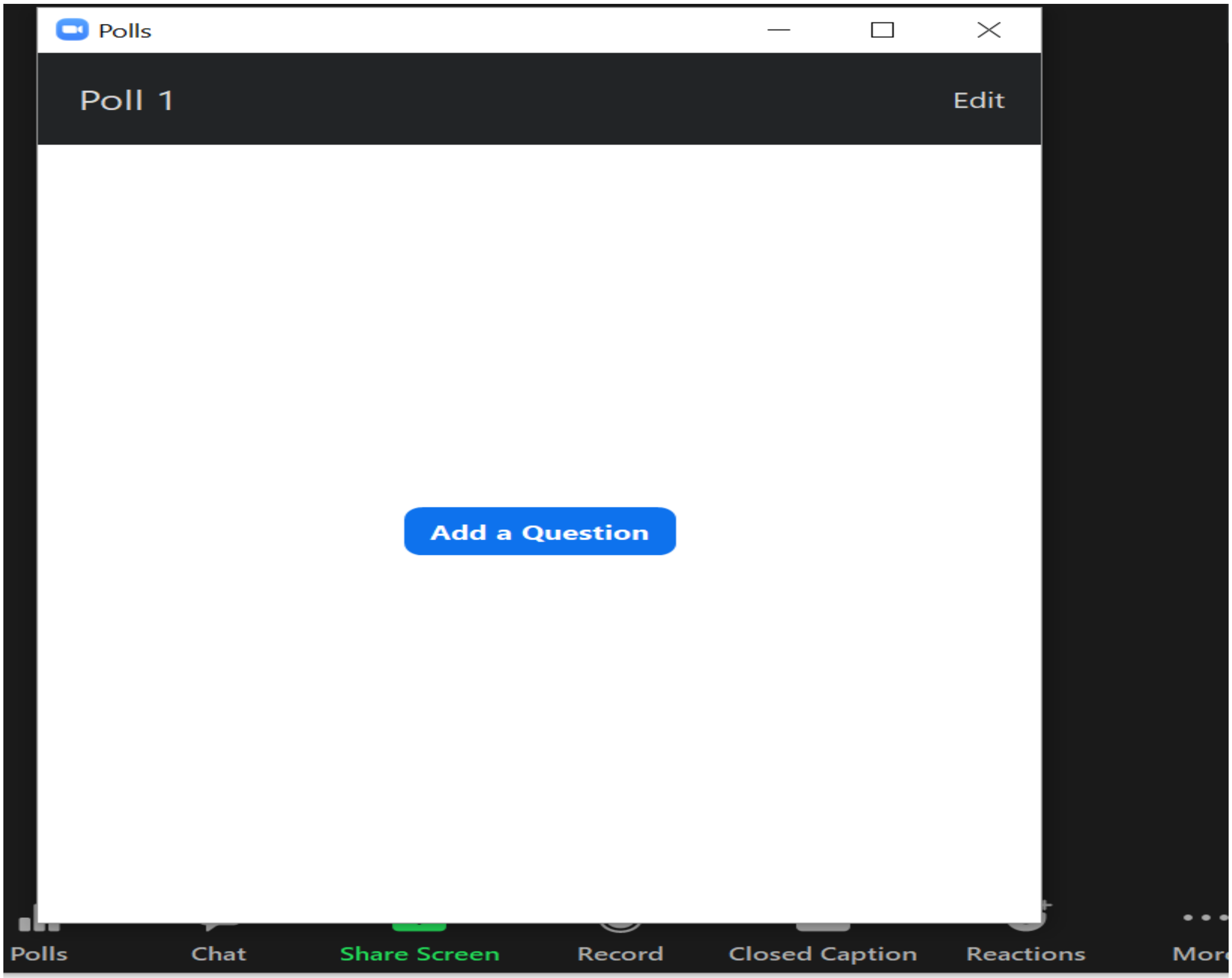
The polling feature for meetings allows you to create single choice or multiple-choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

Creating a poll

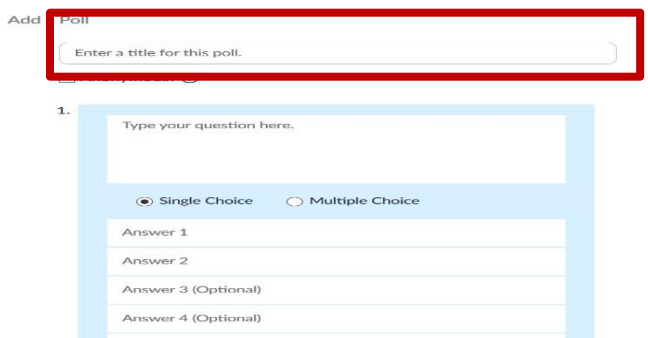
- Go to the **[Meetings](#)** page and click on your scheduled meeting. If you do not have a scheduled meeting, [schedule a meeting](#) now.
- From the meeting management page, scroll to the bottom to find the **Poll** option.

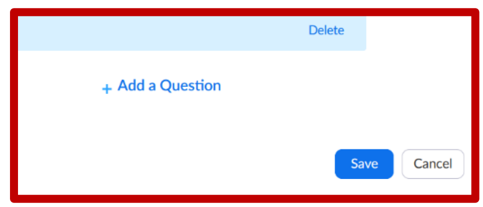


- Click **on Poll** to begin creating the poll.
- **Click on Add Question**



- Enter a title and your first question.
- (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
- Select whether you want the question to be single choice (participants can only choose one answer) or multiple-choice question (participants can choose multiple answers).
- Type in the answers to your question and click **Save** at the bottom.
- If you would like to add a new question, click **Add a Question** to create a new question for that particular poll.

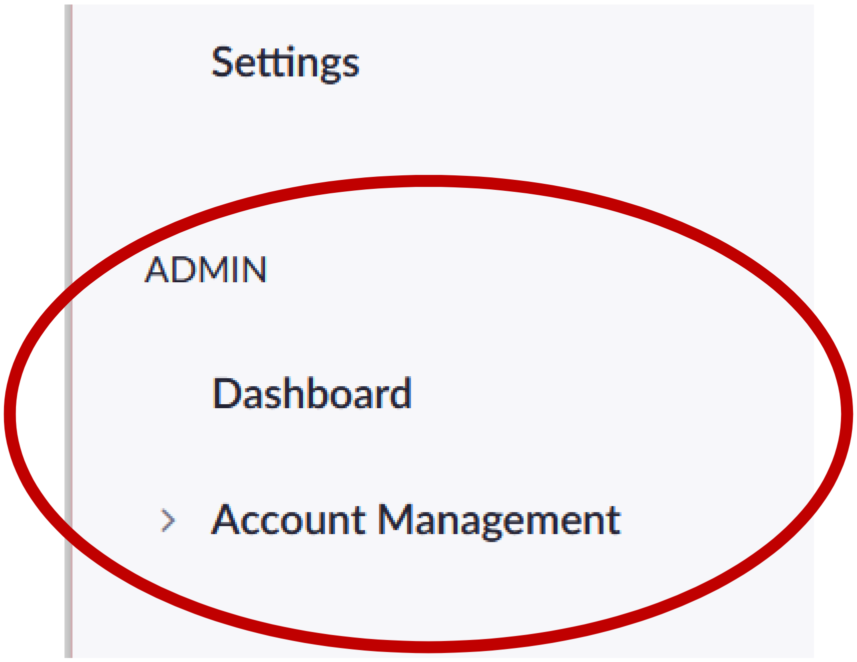




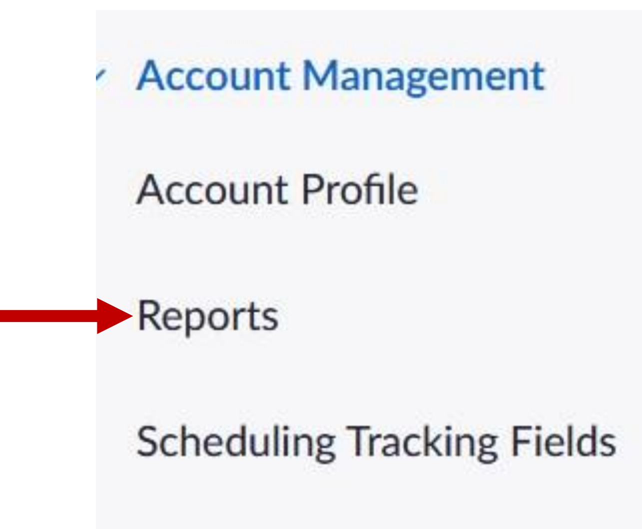
Appendix L Generate Zoom Report

Generate Report in Zoom

Sign into the Zoom web portal and navigate to **Account Management** under Admin in lower left hand corner.

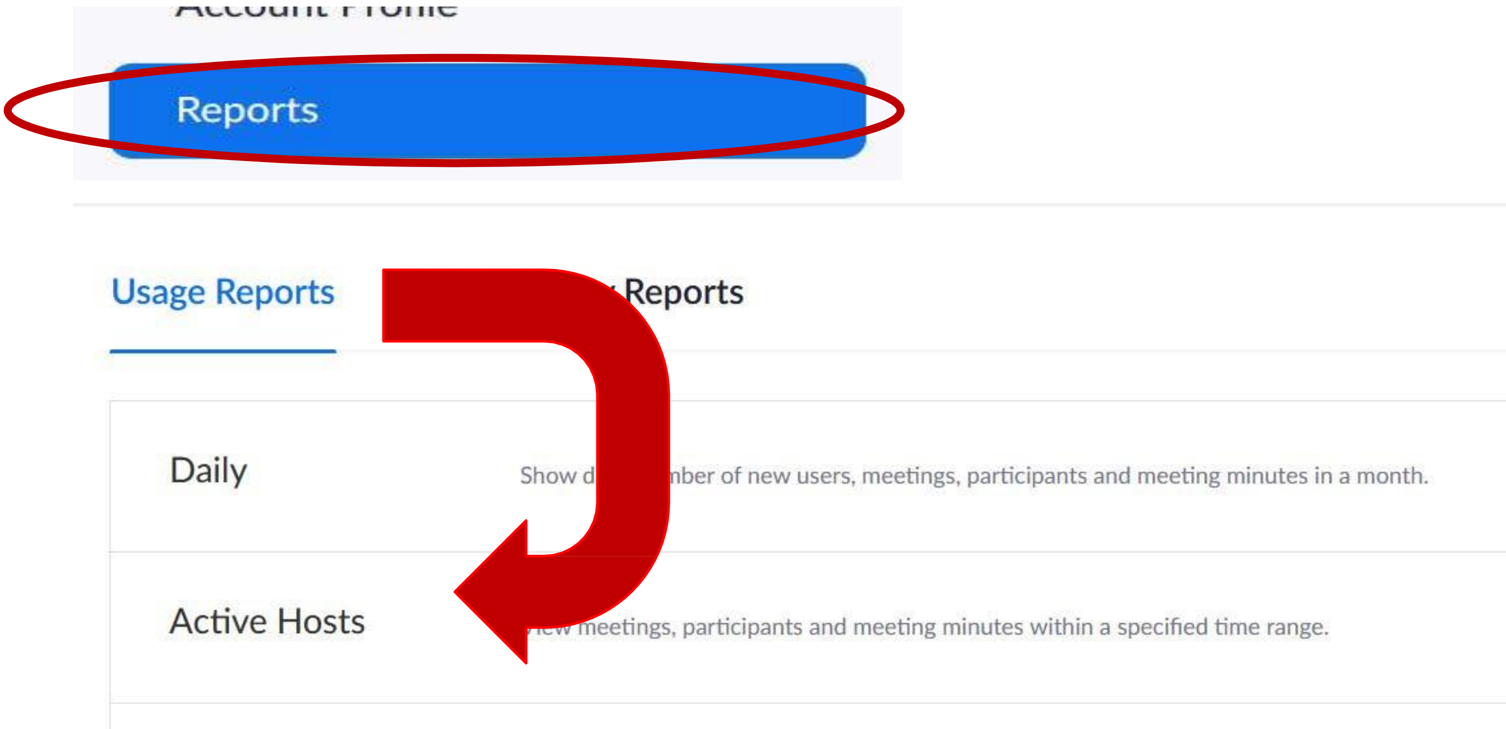


Click on Account Management and you will see reports under it

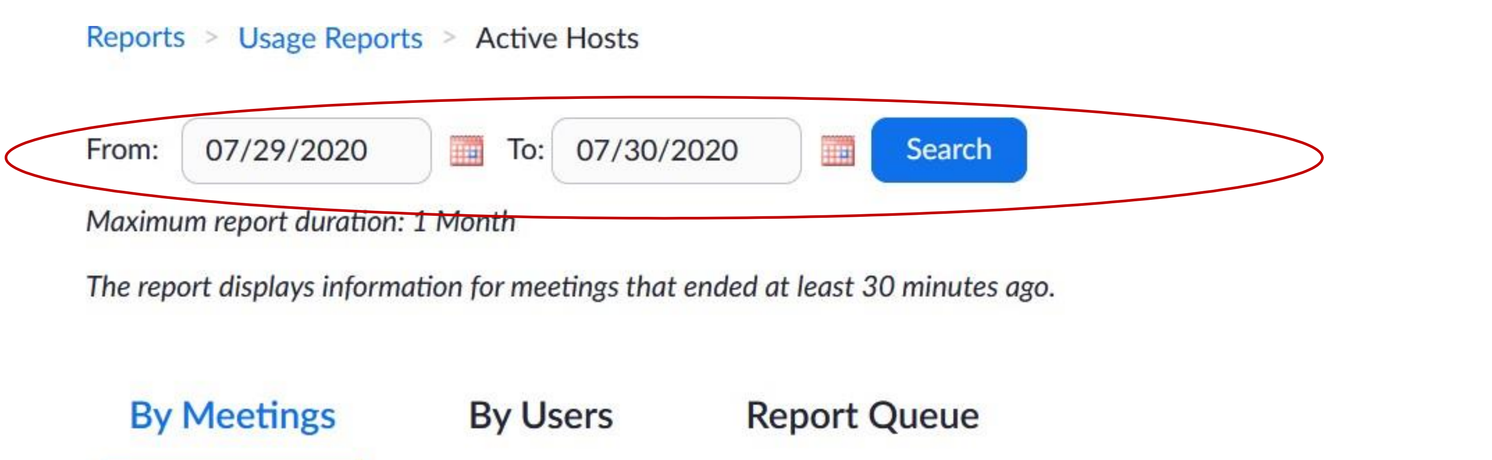


Appendix L Generate Zoom Report

Click on reports and under usage reports click on active hosts



When you click on active hosts you will then sort by meeting by putting in the date of your meeting

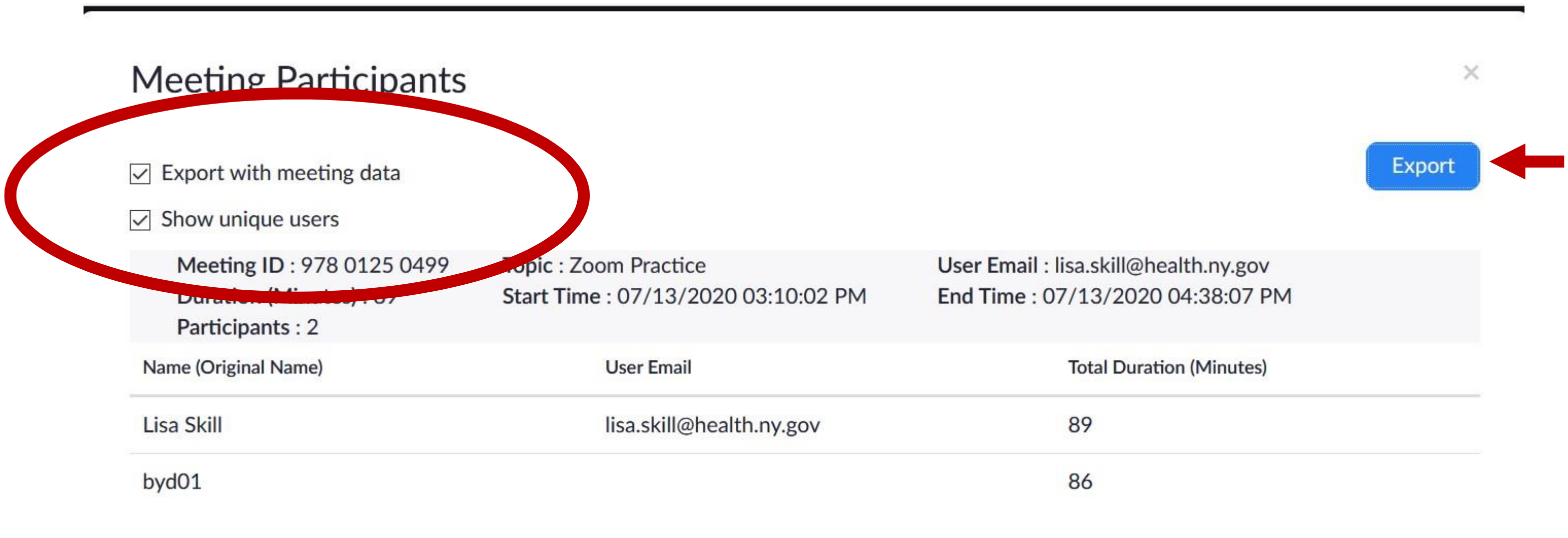


Scroll down to find your meeting and click on participant number

Appendix L Generate Zoom Report

You will then check the boxes:

- Export with meeting data
- Show unique users and then click export and you can save the excel spreadsheet that is your report



Usage Reports

Active Hosts

By Meeting

Scroll down to find your meeting

Click on the participant number

WEB EX USER GUIDE

Appendix E

Table of Contents

About scheduling a training session

When scheduling a training session you can accept the default settings that your Training Center Web site provides, or you can specify several options for your training session. These options allow you to customize your training session for your specific needs. Once you schedule a training session, you can modify its options.

You can also cancel a scheduled training session at any time.

If another user has granted scheduling permission to you in his or her user profile, you can schedule a training session on behalf of that user. For details about granting scheduling permission to another user, see *Allowing another host to schedule your training session* (on page).

Choosing a level of security for a training session

You provide security for your training session by doing any of the following:

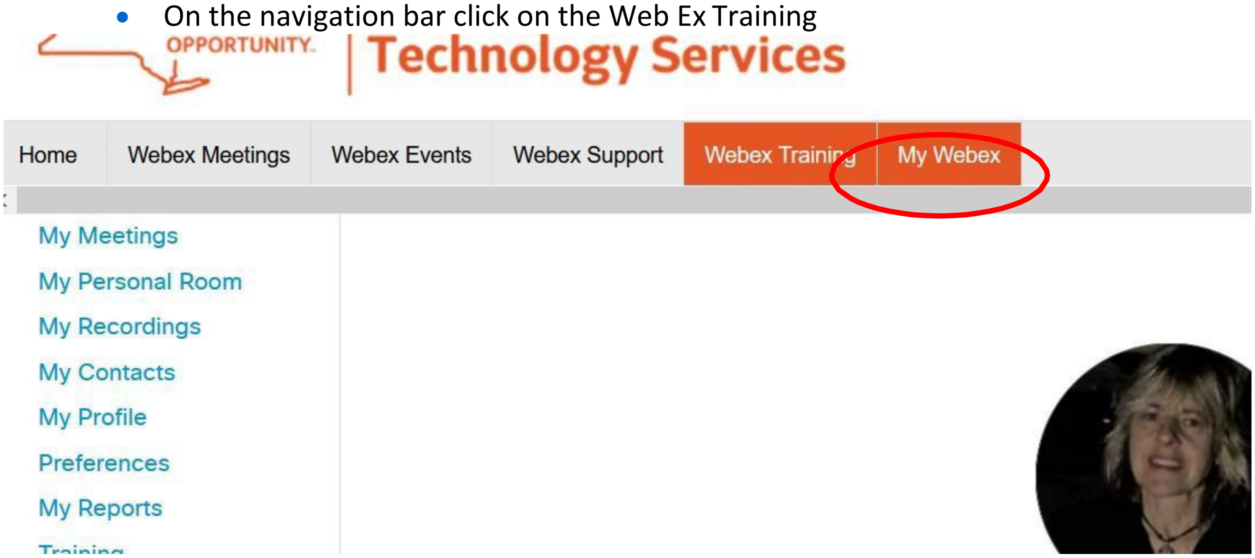
- **Require a password**—Most Training Center Web sites require that you specify a password for any session that you host. Attendees mustprovide this password to join the session.
- **Specify an unlisted training session**—When scheduling a training session, you can specify that the session is unlisted. An unlisted training session does not appear on the training session calendar. To join an unlisted training session, attendees must provide a unique session number. For more information about specifying an unlisted session, see About listed and unlisted training sessions.
- **Exclude the session password from email invitations**—When scheduling a training session, you can prevent the password from appearing in the email invitations that your Training Center Web site automatically sends to attendees. For details, see Excluding thesession password from email invitations.
- **Require attendees to log in**—When scheduling a training session, you can require that attendees have a user account on your Training Center Web site. Thus, attendees must log in to your site before they can attend the session. For more information, see Requiring attendees to log in toyour Training Center Website.

Setting up a scheduled training session

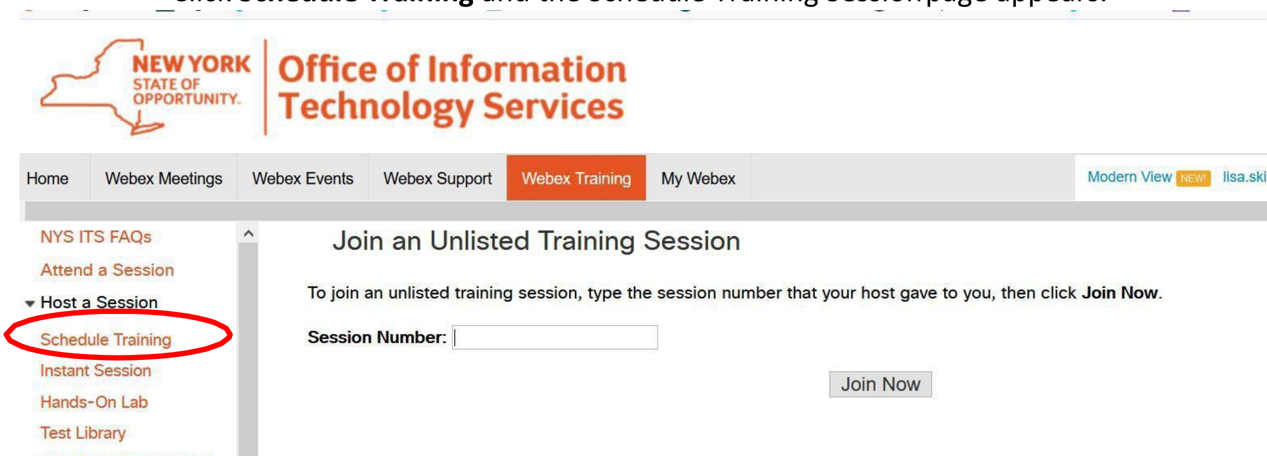
When scheduling a training session, you must specify a training session topic, date and time, and password. You can also specify several options to provide security for and customize your training session.

Open the Schedule Training Session page:

- Log in to your Training Center Web site.
- On the navigation bar click on the Web Ex Training

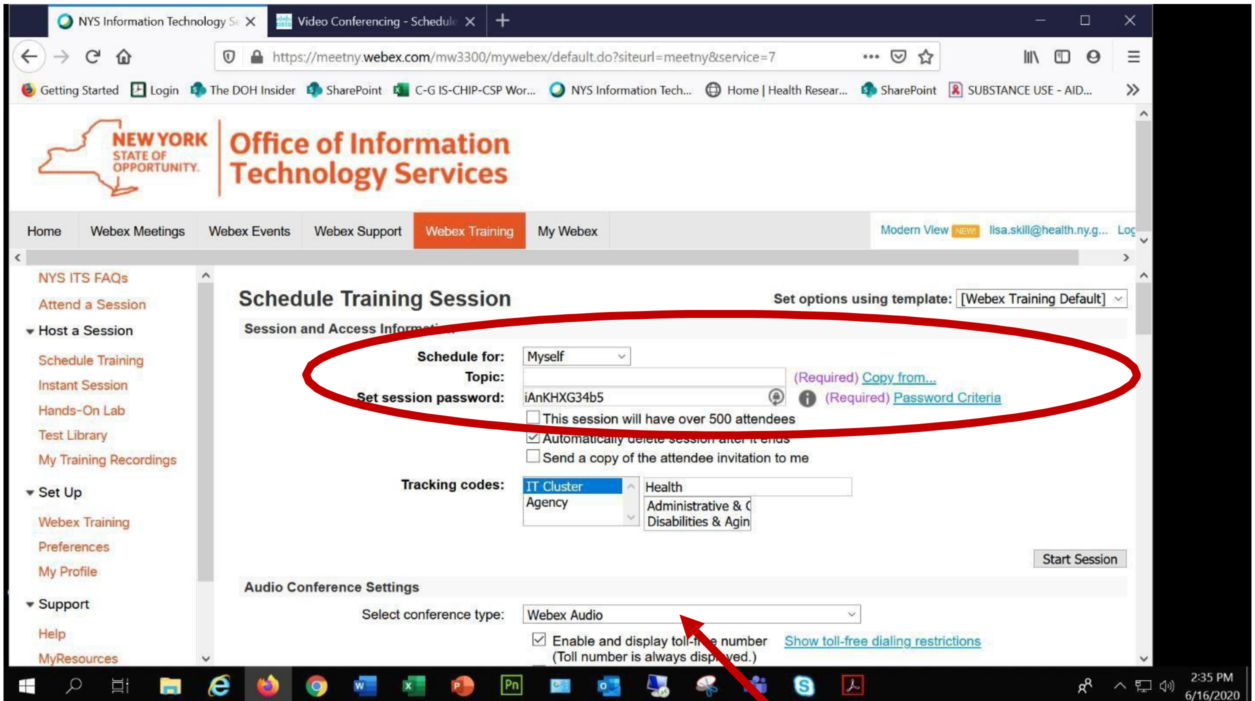


- Click **Schedule Training** and the Schedule Training Session page appears.



Set up session and access information:

- Specify a topic and a password for the training session.

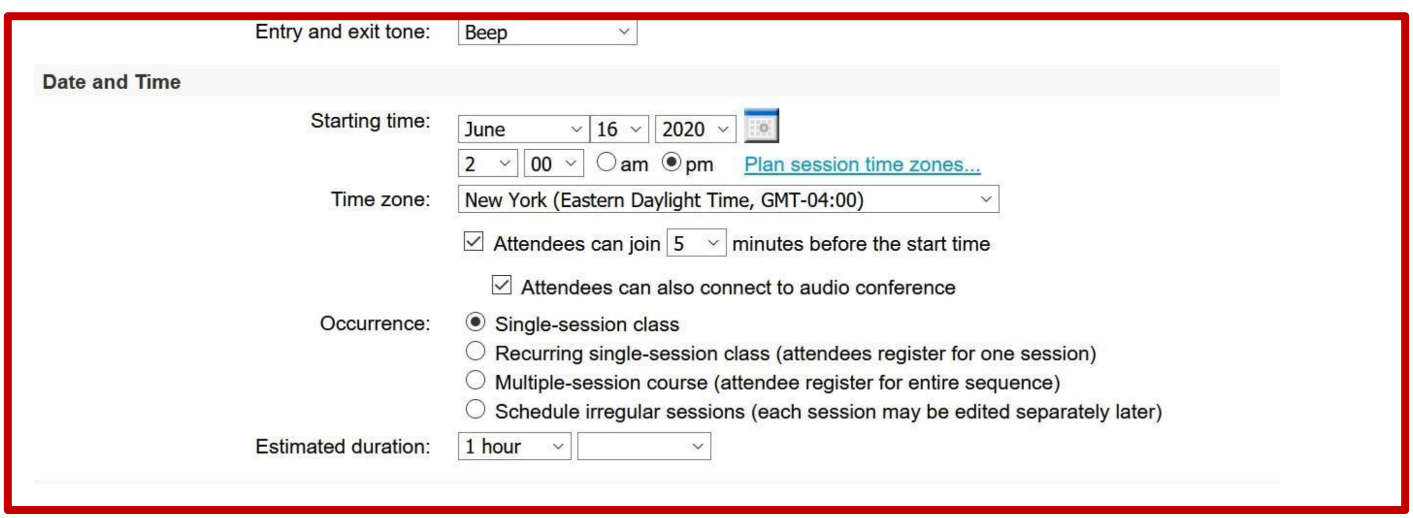


Specify audio conferencing options:

- Under **Audio Conference Settings**, select you want a WebEx audio conference

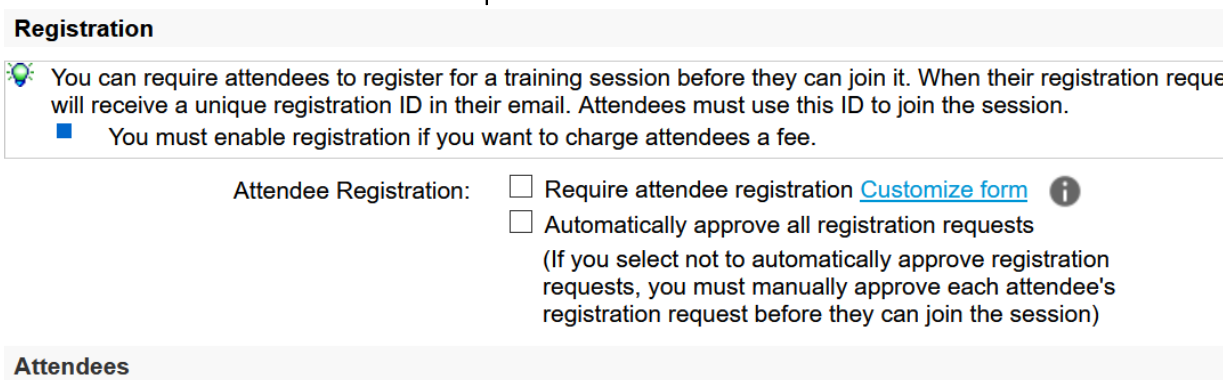
Schedule the date, time, and occurrence:

- Specify the date and time at which the training session starts, its occurrence, and its duration.



Specify registration options:

- The Registration options is optional and we are using eventzilla for registration **so this is left blank**
- Also leave the attendees option blank

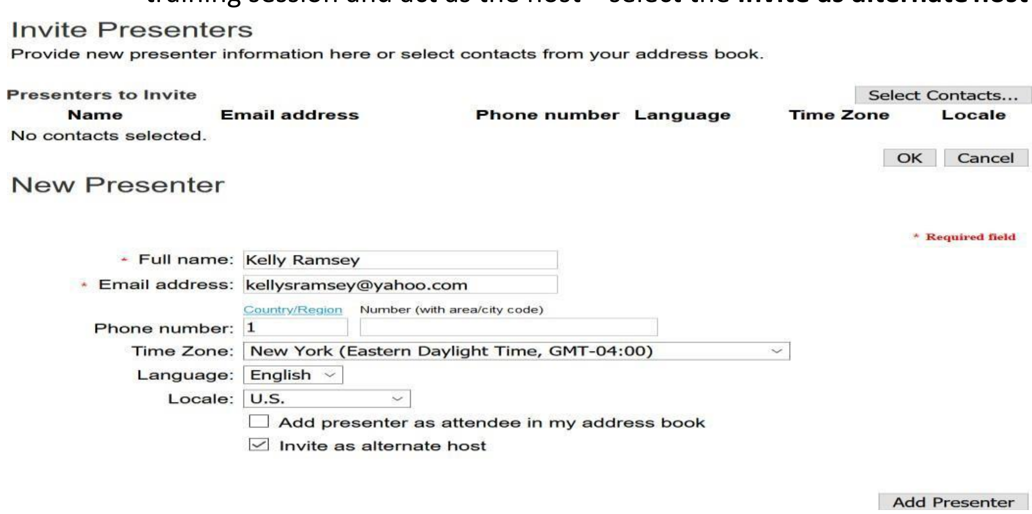


To invite presenters to a scheduled training session:

On the Schedule Training Session or Edit Scheduled Training Session page, scroll to **Presenters**, and then click **Invite Presenters**.

The Invite Presenters page appears.

- Add any of the following to the list of invited presenters:
  - new individual presenters who are not already contacts in one of your address lists.
- Type the presenter's full name in the **Full name** box.
- Type the presenter's email address in the **Email address** box.
- Optional. To make this presenter an alternate host—one who can start this training session and act as the host—select the **Invite as alternate host**



Session Options

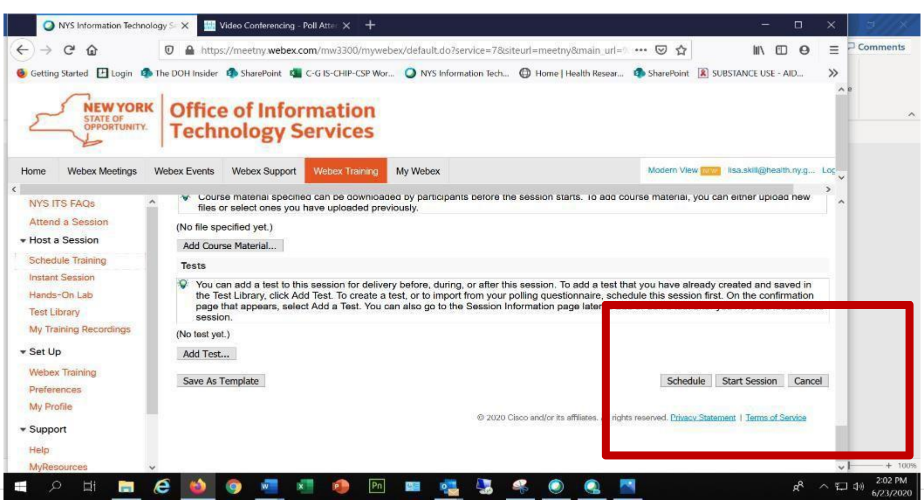
You can determine the default privileges that attendees have once you start your training.

A presenter can grant the following privileges to or remove them from attendees during a training session, whether you select them on the Session Options page:

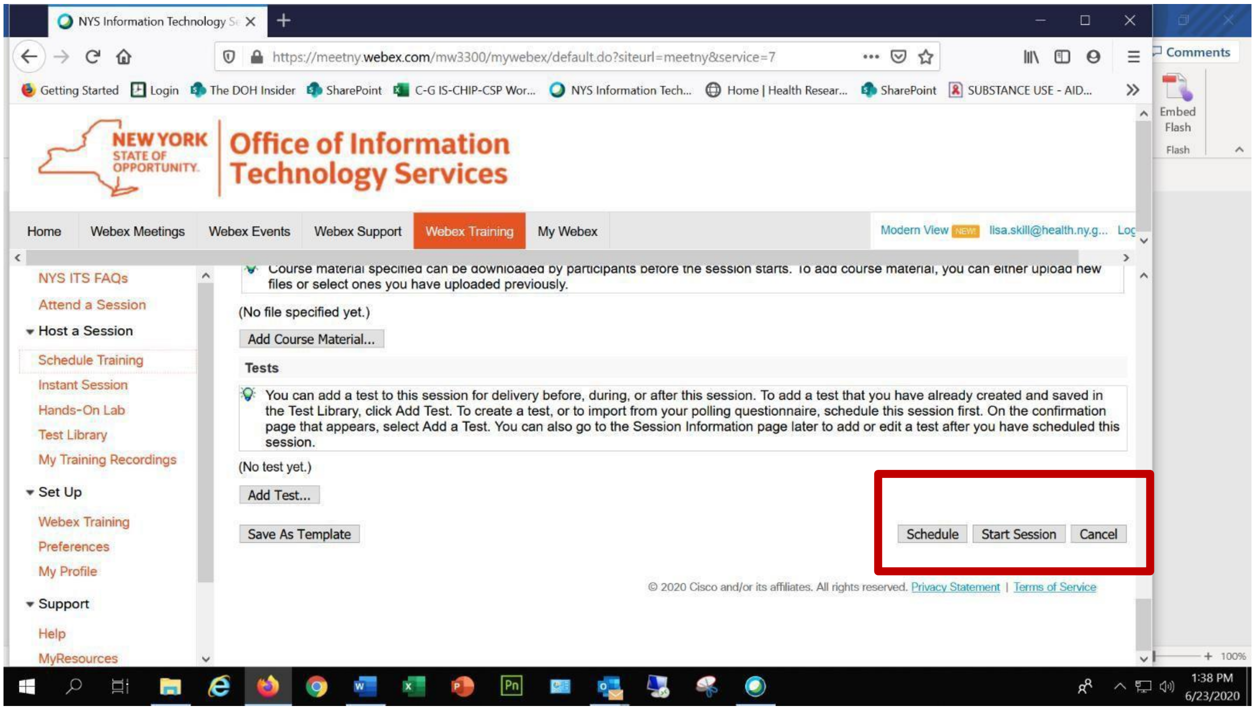
- Save
- Print
- Annotate
- Attendee list
- Thumbnails
- Video
- Next or previous pages
- Chat
- File transfer
- Recording

If you do not select Video, Chat, File transfer, or Recording, their associated features are not available during a training session.

- On the Schedule Training Session or Edit Scheduled Training Sessionpage, select Session Options > Edit Options.
- Under Attendee Privileges, grant or remove a privilege for all attendeesby checking or unchecking each option.
- Select Save to close the Session Options page.
- Select Schedule or Update.



At the bottom left of the page click schedule



Share Content in Cisco Webex Training

You can share files during a training session. Documents, presentations, and whiteboards can also be shared in the content viewer of the training session.

Click here to learn how to share content in Web ex Training

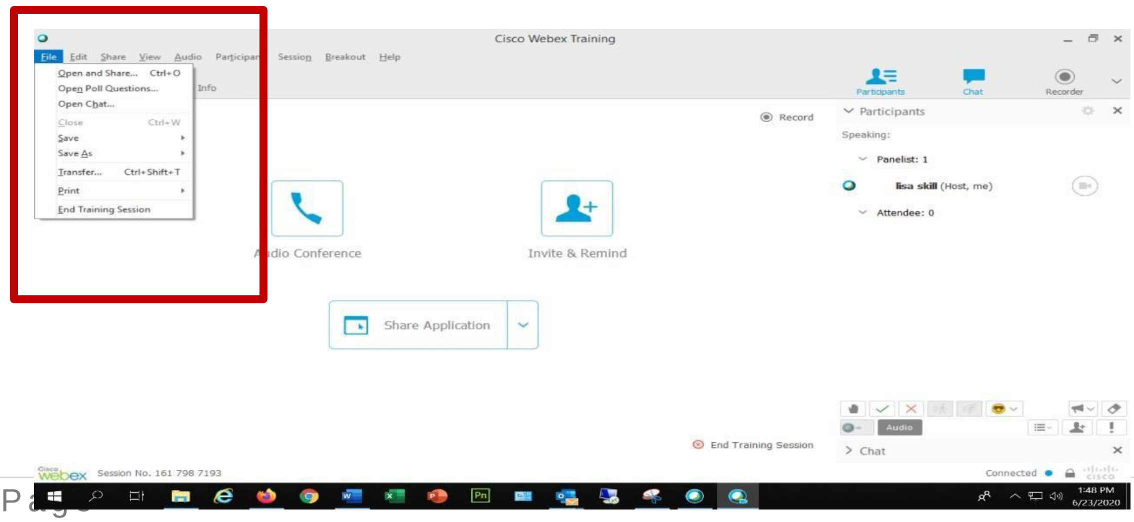
Poll Attendees in Cisco Webex Training

During a training session, you can poll attendees at any time by presenting them with a questionnaire on which they can select multiple-choice answers. Polls can be created during a training session or before.

Prepare a Poll Questionnaire

On the Polling panel, presenters can prepare a poll questionnaire that includes multiple-answer, single-answer, and text-based answers. Once presenters complete the questionnaire, they can open the poll at any time during a training session.

- Compose Poll Questions and Answers
- Select Polling from above the Participants panel. Check under the Moreoptions and controls drop-down menu if it's not appearing.
- Choose your question type and click New to add your question to your poll.
- Multiple Choice questions can have Single Answers where the attendees choose one answer, or Multiple Answers where the attendees choose all answers that apply.
- Type the question and press Enter.
- Type the answers and press Enter after each answer.
- To mark the correct answer, first select it, and then click Mark as Correct.
- Click Open Poll. The poll closes after the set time has elapsed or the presenter clicks



Close Poll.

Best Practices for Communicating with Participants in Cisco Webex Training

You can communicate with your attendees during a training session. Learn the different ways that you can engage your attendees as the host of a training session.

As a host of a Webex training session, you can communicate with your attendees through polls, sharing content, or asking for feedback to ensure that they're understanding your presentation.

Using Polls

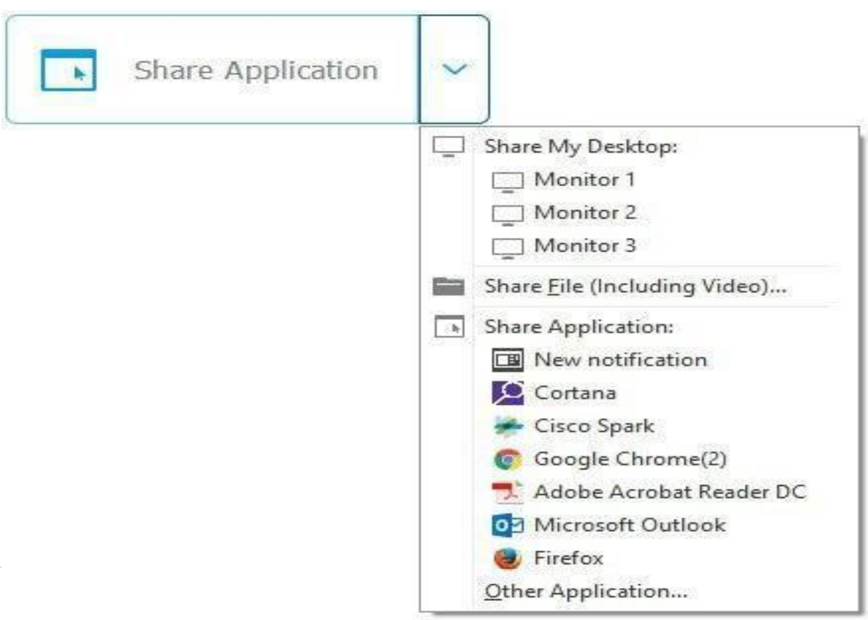
You can use a poll to get feedback from your attendees during a training session.

If you're the session host, then you're also the polling administrator by default. As the host, you can make any attendee the polling administrator before or after the session begins. This can be useful when you want to delegate the responsibility of polling to someone else or when you leave a meeting.

You can create a poll before your training session. Your attendees will appreciate that you did this ahead of time, because they won't have to wait for you to create a poll during the session. To download the Webex poll questionnaire editor, sign in to your Webex account and select Webex Training > Support > Downloads > Webex Poll Questionnaire Editor.

Sharing Content

You can share content during your session from the Share menu and from More sharing options on the Quick Start page.



My Desktop

You can share everything on your computer screen with your attendees. If you have multiple monitors connected to your computer, just select the monitor you want to share.

File (Including Video)

You can share one or multiple files with attendees. To share a file, go to Share > File (Including Video), and select the file that you want to share with your attendees.

Application

You can share applications on your computer with attendees.

To share an application, go to Share > Application and select the application that you want to share. When the application that you want to share is not open, go to Other Application to select it.

If you have multiple monitors connected to your system, don't share applications that are displayed on different monitors.

Whiteboard

You can open a new whiteboard to make notes or draw pictures by using the annotation tools.

Web Browser

You can share your web browser with your attendees. A new tab is opened in your default browser and you control what is displayed while your attendees follow along as you navigate the web.

Multimedia

You can share web pages and multimedia content that your attendees can navigate independently.

Remote Computer

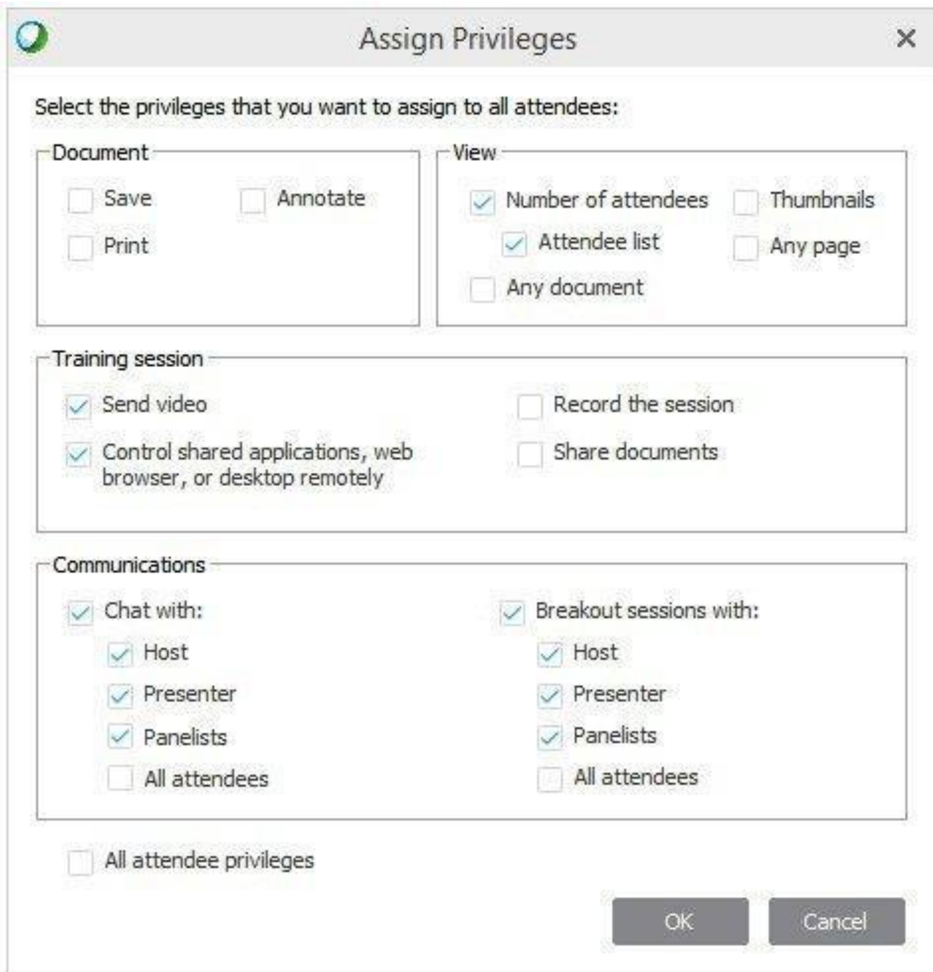
If this setting is enabled, you can control a remote computer during your training session. Select a computer and click Connect. You can't access a remote computer unless you have the Access Anywhere agent on your computer.

My Session Window

You can share your training session window with your attendees. Attendees only see the Webex window on your computer.

Assign Privileges

You can annotate the files and whiteboards that you share during a session. If you assign privileges to your panelists and attendees, they can use the text and graphic tools to highlight, add notes, and create basic images.



Using the Q&A Panel

You can use the Q&A panel to answer questions from your attendees in an organized manner. You can assign questions to specific panelists, answer privately, designate a priority, and defer or dismiss questions.

Breakout Session

You can use a breakout session to place your attendees into smaller groups where they can brainstorm and collaborate away from the main training session. To communicate with attendees while a breakout session is active, you can send a Broadcast Message that is sent to all attendees. At any time, you can select Ask All to Return from the Breakout menu to request your attendees to return to the main training session.

Encouraging Attendee Communication

Your attendees can communicate with you in many ways. It's a good idea for you to encourage your attendees to communicate with you. Good feedback is important.

Feedback Tools

When you need a simple response, you can use the feedback tools. Your attendee can select one of the feedback tools located above the chat panel.

Virtual Buprenorphine Waiver Eligibility Training for Clinical Providers: New York State Opioid Use Disorder in Pregnancy & Neonatal Abstinence Syndrome Project

Wednesday, January 20th & 27th 2021

6:00 PM – 8:00 Both Dates

The NYSDOH, AIDS Institute in partnership with the New York State Perinatal Quality Collaborative (NYSPQC), is sponsoring a ***free virtual buprenorphine waiver eligibility training for clinical providers***. Specifically targeted to providers working with pregnant and parenting persons.

In response to increased opioid use in New York State, access to buprenorphine treatment for opioid use disorder is urgently needed. ***Physicians, Nurse Practitioners, Physician Assistants, Medical Residents, Clinical Nurse Specialists, Certified Registered Nurse Anesthetists, and Certified Nurse Midwifes*** are welcome and highly encouraged to attend this training.

Under current regulations, authorized practitioners (MDs, DOs, NPs, PAs, CNSs, CRNAs, and CNMs) are required to obtain a 'waiver' to prescribe buprenorphine. To acquire this waiver, physicians are required to complete a standardized buprenorphine waiver 8-hour training. Nurse Practitioners (NP), Physician Assistants (PA), Clinical Nurse Specialists (CNS), Certified Registered Nurse Anesthetists (CRNA), and Certified Nurse Midwifes (CNM), are required to complete the standardized buprenorphine waiver 8-hour training as well as an additional 16 hours of online training as established by the Comprehensive Addiction and Recovery Act (CARA). Residents may also take the course and apply for their waiver once they receive their DEA license. The buprenorphine waiver 8-hour training is offered in a 'half and-half' format [4.5 hours of in-person training followed up by 3.5 hours of online training]. Upon completion of the required training, providers will meet the requirement of the DATA 2000 to apply for a waiver to prescribe buprenorphine for opioid-dependent patients. Please contact us for further information.

CME CREDITS: **Pending Approval**

Trainer: **David Garry, MD,** Stony Brook University Medicine Associates in Obstetrics & Gynecology, **Stony Brook, NY 11794**

Location: Once registered, you will receive a confirmation email from CGreene@nichq.org with instructions for joining the webinar. If you do not see the e-mail in your inbox, please check your spam/junk folder.

Online Registration: https://nichq.zoom.us/meeting/register/tJYqce-vqT0oHd2yl68T4syY9lULP7bodu-N

Questions: NYSPQC mailbox, Email: NYSPQC@health.ny.gov

ACCREDITATION: **This activity has been planned and implemented by NYSDOH, AIDS Institute in accordance with the accreditation requirements and policies of the American Academy of Addiction Psychiatry (AAAP).**

Funding for this course was made possible (in part) by grant no. 1H79TI081968 SAMHSA. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services; nor does it mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

The Buprenorphine Waiver Training is supported in part by Overdose Data to Action, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services.

CLINICAL EDUCATION INITIATIVE
NEW YORK STATE DEPARTMENT OF HEALTH AIDS INSTITUTE

PCSS Providers Clinical Support System

Providers Clinical Support System

MAT Waiver Attestation Form

All PCSS MAT Waiver Training Logs require a sign in and out signature from each participant. Following the event, Course Instructors are required to sign the training log to verify participants were in attendance for the duration of the event. In situations where the participant failed to sign the training log, or the MAT waiver training was held in a virtual capacity (i.e. via Zoom/GoToWebinar/Skype), the Course Instructor is required to attest that the individuals listed below participated for the entire training.

Participant Name (First and last name only)	**Participant E-mail Address (List only one)**	**Did the individual participate virtually (i.e. Zoom/GoToWebinar/Skype)? [Yes/No]**
1.		○Yes ○No
2.		○Yes ○No
3.		○Yes ○No
4.		○Yes ○No
5.		○Yes ○No
6.		○Yes ○No

Participant Name (First and last name only)	Participant E-mail Address (List only one)	Did the individual participate virtually (i.e. Zoom/GoToWebinar/Skype)? [Yes/No]
7.		○Yes ○No
8.		○Yes ○No
9.		○Yes ○No
10.		○Yes ○No
11.		○Yes ○No
12.		○Yes ○No
13.		○Yes ○No
14.		○Yes ○No
15.		○Yes ○No

I, ____, as the Course Instructor for the ○ 8 Hour **OR** ○ Half and Half MAT Waiver Training held on _____________ (date of training) in ____________________ (city and state), sponsored by DATA 2000 organization, American Academy of Addiction Psychiatry, understand that by submitting and signing this form, I attest to the full attendance of the participants named above.

Course Instructor Signature: ____

Appendix H: Participant Reminder Email Sample

Training Confirmation Email for Registered Participants Buprenorphine Waiver Training Template

Hello

This is a reminder email that you are registered to attend the virtual training delivery of Buprenorphine Waiver Eligibility Training for Clinical Providers: New York State Opioid Use Disorder in Pregnancy & Neonatal Abstinence Syndrome on September 16, 2020 from 4-8:30 PM. Please click on the following **insert link** to access the training.

In order to be eligible to complete the full waiver training process you must log in to the training by 4:00 PM and be on the training the full time. All participants must have their video camera turned on for the training.

Attached you will find all resources and materials for the training.

For any questions please contact **insert contact person name and contact information.**

Thank You

Appendix I: Training Follow Up Emails for Trainings (General)

{General Training Email}

Dear Colleagues,

We would like to thank you for attending the **Buprenorphine Waiver Eligibility Training for Clinical Providers** on **insert date here**. We are interested in your feedback please take a moment and complete this 3 question survey here.

As providers, you play a critical role in addressing the opioid epidemic in your regions by increasing access to buprenorphine for opioid-dependent patients.

The NYSDOH AIDS Institute's Office of Drug User Health (ODUH) is committed to providing support for new and existing buprenorphine prescribers and encourage you to reach out to us if you have any questions. We offer free buprenorphine related trainings, mentoring, coaching, technical assistance, resources and more. To learn more about these services, please contact us at buprenorphine@health.ny.gov.

Next Steps:

1. You can now claim your 4.5 CME credits by **insert date here**. *You must follow the instructions attached and create a CEI account, if you have not already*. Please contact to with any questions.

2. Complete your required online waiver training: you will be contacted by Seth Acton (seth@aaap.org) or Erin Waters (erin@aaap.org) from PCSS-MAT/AAAP with a link to complete your additional 3.5 hours of the initial 8-hour online training *and* a survey. For nurse practitioners (NPs) and physician assistants (PAs), you will receive further information about completing your additional 16 hours of online training, for a total of 24 hours of required training. *You will receive a certificate of completion from PCSS once you have completed all of your required training to apply for your waiver.*

3. Complete your Notification of Intent (NOI) Waiver Application: once you have completed all of your required training and passed all of your exams, you can complete your online Notification of Intent waiver application. You will need to provide SAMHSA with your certificate of completion. You will be required to upload your certificate, but can also email it to infobuprenorphine@samhsa.hhs.gov. It can take up to 45 days for your waiver to be approved, but some providers have reported obtaining their waiver within a couple of days. Please email infobuprenorphine@samhsa.hhs.gov with any questions on the status of your waiver.
4. Provider Directory
   The NYSDOH AIDS Institute keeps an ongoing Provider Directory to easily locate providers who provide clinical care related to buprenorphine. Please register on this directory and share this resource with your partners.

5. Refer other Providers

Appendix I: Bupe Training Follow Up Emails for Trainings (General and DOCCS)

If you know any providers whom wish to obtain their waiver but cannot attend a live training, they may complete all online training for free through PCSS/AAAP.

6. **Training Survey**
   If you would like to provide further comments on the training you attended, please complete this survey https://www.surveymonkey.com/r/waivertraining2019

7. **Additional training resource**
   You can access a free enduing online program Buprenorphine for Opioid Use Disorder through the University at Buffalo School of Pharmacy and NYSDOH

8. Contact the NYS Buprenorphine Access Initiative team should any questions arise regarding training, the waiver application process, or any other needs you may have to get started with prescribing buprenorphine. Email buprenorphine@health.ny.gov.

Your local NYS Drug User Health Hub:
Name: Insert here
Address:
Contact:

The Drug User Health Hubs improve the availability and accessibility of an array of appropriate health, mental health, and medication assisted treatment services for people who use drugs, especially but not solely injection drug users (IDUs). These services can be provided on-site and/or through facilitated linkage to culturally competent care and treatment services. Drug User Health Hubs operate within a harm reduction framework of prevention with a special emphasis on preventing and responding to opioid overdose.

Your local Center of Treatment Information (COTI)
Name: Insert here
Address

COTIs are OASAS certified providers focused on engaging people in treatment through mobile clinic services — bring treatment staff into un/underserved areas; expanding tele-practice sites; and enhanced peer outreach and engagement within the community.

Additional resources mentioned in this training:
Breastfeeding and Buprenorphine: https://emcrit.org/toxhound/breastfeeding-bup/
Acute pain management for patients receiving maintenance methadone or buprenorphine therapy: https://www.ncbi.nlm.nih.gov/m/pubmed/16418412/

For further information about the NYSDOH, AIDS Institute's, Office of Drug User Health, please click here.

Appendix J: Payment and Trainer Justification

Payment Scale for Trainers:

Trainer Fee and Justification for Buprenorphine Waiver Trainings

Fee: The trainer fee ranges from $1000-$1200 for all trainers who conduct buprenorphine waiver trainings in regions and settings where we are seeking to increase the volume of buprenorphine prescribers. This covers the cost of the trainer to prepare to facilitate the PCSS Buprenorphine Waiver training and travel to location (1-3 hours), conduct the 5 hours in-person training as either a solo or co-facilitator and provide up to 1 hour post-training technical assistance.

Trainers Fee for Local training and Co-facilitating:	
Pre-Training Preparation Conduct Training and Post Training Technical Assistance	$100 ($100 per hour) $750 ($150 per hour x 6 hours) **Total: $1000**
Trainer Fee for Local Training and Solo Facilitating to Large Group*:	
Pre-Training Preparation Conduct Training and Post Training Technical Assistance	$300 ($100 per hour x 3 hours) $750 ($150 per hour x 6 hours) **Total: $1200**
Trainer Fee for Conducting Virtual Training	
Pre-Training Preparation Conduct Training and Post Training Technical Assistance	$300 ($100 per hour x 3 hours) $750 ($150 per hour x 6 hours) **Total: $1200**
Trainer Fee for Traveling* and Co-Facilitating:	
Pre-Training Preparation Conduct Training and Post Training Technical Assistance	$200 ($100 per hour x 2 hours) $750 ($150 per hour x 6 hours) **Total: $1100**
Trainer Fee for Traveling and Solo Facilitating:	
Pre-Training Preparation Conduct Training and Post Training Technical Assistance	$300 $750 ($150 per hour x 6 hours) **Total: $1200**

*Large Group: greater than 25 attendees

*Traveling: Requires and overnight stay at location

NYSDOH will pay trainers for the following types of trainings:

- DOCCS and other state government trainings
- Regional Trainings
- Open Trainings