ATTC Directors Meeting

**3pm – 4:15pm ET, September 26, 2019 via Zoom**

**In attendance:** Pierluigi Mancini and Maxine Henry (NH&L); Steve Steine and Anne Helene Skinstad (NAI&AN); Sara Becker and Rosemarie Martin (Region 1); Mike Chaple and Ibis Carrion (Region 2); Holly Ireland (Region 3); Ed Johnson and Dawn Tyus (Region 4); Todd Molfenter and Jeanne Pulvermacher (Region 5); Maureen Nichols (Region 6); Pat Stilen and James Glenn (Region 7); Nancy Roget, Wendy Woods, and Thomasine Heitkamp (Region 8); Tom Freese and Beth Rutkowski (Region 9); Denna Vandersloot (Region 10); Laurie Krom, Lena Marceno, Cindy Christy, Kelly Reinhardt, Viannella Halsall, Erin Hobbs, Michele Baker, CC Richardson (notetaker), and Holly Hagle (NCO); Humberto Carvalho (SAMHSA)

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| **Topic** | **Notes**  | **Action Items** |
| Welcome, Roll Call, Last Call Minutes Approval (Laurie Krom & Holly Hagle) | * Anne-Helene Skinstad made a motion to approve last meeting’s minutes
* Nancy Roget seconded.
* All in favor, no abstentions. Meeting notes approved.
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| Project Officer Update (Humberto Carvalho) | **National Evaluation of TTCs*** Request for reports from Ruth Gassman was a mistake– it was supposed to be for the NCOs, not everyone.
* The national evaluation of the TTCs starts Monday and Gassman and colleagues are very anxious to get started.
* Gassman mentioned having a webinar in October, but Humberto is going to ask them to cancel that because he would rather SAMHSA have a chance to discuss their proposed approach with them before they present it to the TTCs.

**GPRA*** Tomorrow is the last day anyone is going to be able to access anything in the old system. Download any information you need from the old system and stop using the old forms as they will be expired.
* Everyone will receive communication from SPARS about entering new forms in the system next week.
* Accounts and logins should all be the same.
* GPRA targets: Essentially, the only thing that is changing is that webinars can now be GPRA’ed. Revised targets are due 9/30/19.

**SAMHSA’s visibility*** There is significant attention on the activities of SAMHSA, and especially the TTCs. We need to ensure that all ATTC products and public-facing materials are of the highest quality. We also need to ensure that we are increasing our visibility as a SAMHSA funded project. Please remember to brand everything you do with the ATTC brand so people know it’s from ATTC. Please contact your RA and come up with a system to maintain regular communication with your RA. Try to be more visible and promote the work of the ATTCs. Please add events, products, and resources on the website.
* Laurie noted that the NCO intends to start a new blog series called “Tech Transfer in Action,” which can help bring visibility to ATTC activities. More soon.
* Discussion around the ATTC website and importance of keeping it up-to-date. Laurie reviewed some of the latest enhancements to the site and Erin shared that she is happy to meet with website administrators individually to provide TA on how to add content and update sections on the ATTC pages. Maureen Nichols requested that the NCO add the PTTC and MHTTC logos to the footer. Erin will work on this.
 | * All revised GPRA targets due by Monday, September 30, 2019.
* NCO to add PTTC and MHTTC logos with links on the footer of the ATTC Network website.
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| Year 3 Online Work plan Submission & Data Dashboards (Erin Hobbs) | **Work plan** * Erin demonstrated how to enter the work plan on the ATTC Hub.
* The work plan is a living document and it will be preserved on the site so that the next year the ATTCs do not have to re-enter the information.
* The MHTTCs pilot tested the data entry process and Thomasine, also a MHTTC director, said that the new forms made the process so much easier to get the job done.
* Humberto said that submission will only have to be exported and submitted to the RA, because he can see it online.

**Data Dashboards*** Data dashboards will be rolling out next week.
* The data is pulled from Lanitek’s GPRA upload system, HealtheKnowledge.org, and the ATTC website, including the events and products databases.
* Laurie asked if everyone thought it would be helpful.
* Humberto said he thought it was fantastic.
* NCO asked ATTCs to review the dashboards and provide feedback to Erin Hobbs.
 | * If an ATTC has feedback on the data dashboards and/or has a specific data point they would like to be captured, please contact Erin Hobbs.
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| Year 3 Work Plan Collaborations (Laurie Krom) | Laurie facilitated a discussion to share ways ATTCs might collaborate in year 3. * Northwest - working on a SBIRT implementation and a contingency management course for HealtheKnowledge (HeK).
* Great Lakes - working on a process improvement 101 course for HeK.
* Mid America – was considering revising an old contingency management course so will follow up with Northwest.
* National American Indian and Alaska Native - updating the Essential Substance Abuse Skills course on HeK and it’s currently being peer-reviewed
* National Hispanic and Latino - working on immigrant and refugee issues and concerns about incarcerated populations, and family dynamics. Welcomed discussion of ideas from other regions in those areas. A few suggestions were made.
* New England - working on and/or updating courses on Alcohol and HIV, race and culture, and age and disability.
* Central East and Southeast (together with supplemental funding) - working on a course for HeK focusing on SBIRT and the needs and risks of men who have sex with men of color
* Laurie asked Northwest, Central East and Southeast to share their SBIRT related courses with each other to ensure consistency in language and resources across ATTCs.
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| NCO Announcements (Viannella Halsall & Holly Hagle)* ASAM trainings – ATTC Webinar
* 10/10/19
* AMERSA Conference
* Read the ATTC Bi-Weekly
 | * NCO is hosting a web-based discussion between ATTCs and ASAM on 10/10/2019 from 2-3 pm ET. The purpose is the review changes in copyright on the ASAM training.
* AMERSA conference – Please contact Cindy Christy if you want to add to items to the exhibit. Also, please note that the NCO is providing one free registration for each US-based ATTC to attend the AMERSA conference in November. If an ATTC is not going to use their free registration, then please let Viannella Halsall know so that we can give that registration to someone else.
* Bi-Monthly update – the next one is due Friday, October 4th. An email with the link to submit the update was shared with directors earlier this week, and pasted in the chat box. Per last Directors Meeting, the aggregate bi-monthly updates will be shared with ATTC Directors.
* “Marketing with Molly” Webinar – The NCO is hosting a webinar with a focus on co-branding next Monday. Everyone should have received an email with login information and ical invite.
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| ***Meeting adjourned at 3:18 pm*** |  |
| Post-Event Survey URL: <https://ttc-gpra.org/P?s=163941> |