
Community Health Expansion Technical Assistance (CHETA)

CHETA provides free technical assistance, including training and mentoring, to small and medium sized community-based organizations (CBOs). CHETA specifically focuses on the organizational development and infrastructure needs of CBOs.

CHETA has partnered with The Lennard Clinic, a licensed substance abuse treatment center, and the University of Medicine and Dentistry of New Jersey (UMDNJ), to integrate mental health and substance abuse prevention and treatment with HIV/AIDS prevention and care in order to address health disparities in Newark.

If your organization would like to take advantage of the services CHETA offers, please contact:

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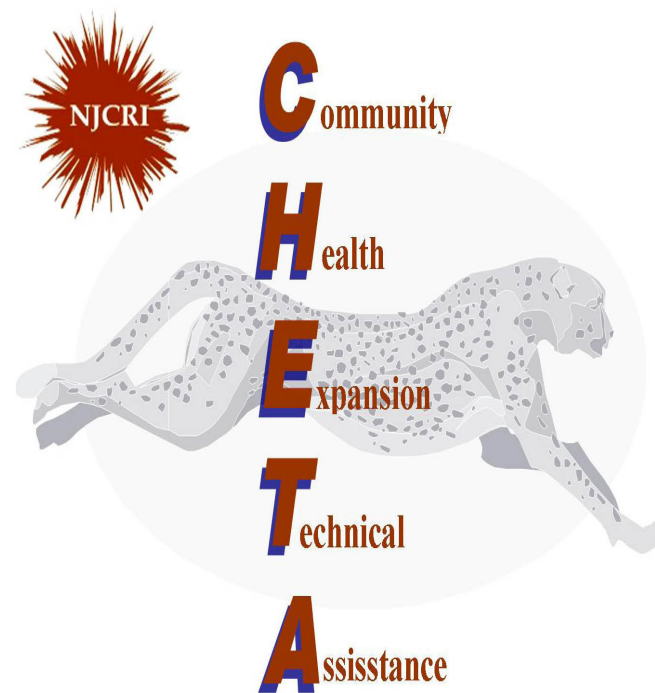
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**Taking Your Organization to
The Next Level**

Community Health Expansion Technical Assistance

Who can participate in CHETA?

Organizations that meet the following requirements are eligible for CHETA services

- Non-profit (incorporated or have an application in process in NJ) community or faith-based organization
- Currently or planning to provide HIV/AIDS, substance abuse and/or mental health services
- Serves African-American and/or Latino populations
- Located in Newark, East Orange, or Irvington.

Training Topics Include:

**Introductory

- Cultural/Linguistic Service Standards
- Creating & Developing a Board of Directors
- Developing a Mission Statement
- Developing Constitution/By-Laws
- Staff/Volunteer Orientation & Training
- Setting Up Bookkeeping Records
- Fundraising
- Recruiting Clients
- Computer Fundamentals
- Developing Resilience (Surviving Changes in Funding)
- Applying Employment Laws
- Locating & Understanding Epidemiological & Demographic Data
- Planning HIV/AIDS Programs
- Grant Writing
- Developing Partnerships
- Social networking

**Advanced

- Chart Maintenance & Documentation
- Policy Development
- Creating a Strategic Plan
- Program Evaluation/Survey Development
- Quality Assurance/Quality Improvement
- Defining Interventions
- Curriculum Development
- Tracking & Retaining Clients
- Advanced Computer Skills
- Written & Oral Communication Skills
- Tracking Program Utilization
- Meeting & Reporting Contract Deliverables
- Integrating Hepatitis into HIV Curriculum
- Development of Infrastructure
- Data Collection & Management