

Dated 30-Nov-25

Tax Invoice

State Name : Rajasthan, Code : 08
Place of Supply : Rajasthan

E. & O. E.

Authorised Signatory

1, Prabhu Dayal Marg, Near
Sanganer Airport, Jaipur-302029

Training Agenda: Two-day State Level Master Trainers TOT on the TI core Refresher Training Modules

22 to 23 November 2025

Venue: IIHMR University, 1, Prabhu Dayal Marg, Near Sanganer Airport, Jaipur

Day 1:			
Time	Topics	Sub-topics	Resource person
09:00 – 09:30	Registrations of participants, Distribution of Training kits and materials, & Lamp lighting by RSACS officials and SMTs		Ms. Mahima purohit, TC, Kshamta Kendra IIHMRU
09:30 – 10:00	Welcome to the Participants	- Introduction of participants - Introduction of training objectives and plan - Pre-test - Keynote address by RSACS	Dr. Ratna Verma, Program Manager, Kshamta Kendra IIHMRU Associate Professor
10:00 – 11:00	Session 1: TI Program Core Performance Indicators	• Intro to the half-yearly assessment and quarterly review • Seven indicators that are common for all core thematic groups, i.e., FSW, MSM, TG/H, and IDU. ◦ New HRGs Registration ◦ Clinic visit during the quarter among various HRG typologies ◦ HIV tested/ screened among various HRG typologies ◦ HRGs linked to ART initiation ◦ HRGs screened for Syphilis ◦ Condom Distribution against the demand ◦ Needle/Syringes distributed to PWID • Other indicators	Mr. Jitendra Kumar Resource person
11:00 – 11:15	Tea Break		
11:15 – 13:15	Session 2: Reporting – Programme and Finance & Data Quality Assurance	• Program Reporting (SOCH and MITR) ◦ Data quality check ◦ Data validation ◦ Data verification • Finance Reporting ◦ PFMS • Timely submission of reports • Introduction to DV and QA • Quality assurance ◦ At the outreach level ◦ At the clinic level ◦ At the project level	Mr. Prateek Mukherjee Resource person And Mr. Ratan Lal Mali Resource person


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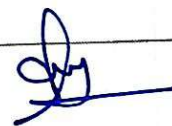
13:15 – 13:45	Lunch Break		
13:45 – 14:30	Session 4: Record Maintenance, Reporting, and M&E Tools	• Understanding of NACO Formats • Targeted intervention formats used by staff for filling in data • Understanding the usage of Formats and their frequency of filling • MITR • Report Submission	Mr. Prateek Mukherjee Resource person
14:30 – 15:15	Session 5: Orientation on SOCH	• Introduction to SOCH • Accessing the application • Creating a new user ID • How to register a new HRG • Recording Services • Referral mechanism to ICTC, DSRC, NTEP • PLHIV and ART management Orientation on the SOCH tool specific to the person responsible for entering the data: • TI M&E • TI Program Manager • TI Counsellor • TI ORWs Practical exercise - Online session on SOCH	Mr. Ratan Lal Mali Resource person
15:15 – 16:15	Session 6: Basic Accounting	• Brief about the NGO's financial management and its functions • TI costing guideline • Reporting structure – SoE and UC • Journal and Ledger • Voucher • Invoice validation • Checklist before making payment • Bank Reconciliation Statement • Procurement • TSA • Maintenance of Receipt and Payment Account • Income and Expenditure Account Balance Sheet • Trial Balance • Financial planning component • Classification of budget • Line-wise TI budget • Budget management and variance • Expenditure tracker	Mr. Amit Bhargava Resource person
16:15 – 16:30	Tea Break		
16:30 – 17:30	Session 7: Developing Presentation and facilitation skills	• Developing a PPT presentation with data tables and infographics • PPT presentation skills	Mr. Jitendra Kumar Resource person
17:30 – 18:00	Grouping and assigning sessions for teach-back		


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Day 2: Teach-Back Sessions by Master Trainers			
Time	Topics	Sub-topics	Resource person
09:30 – 09:45	Recap		
09:45 – 10:45	Session 8: Understanding Risk and Vulnerabilities of HRGs	- Who are the HRGs and definitions? - Their risks and vulnerabilities - Orientation to the risk assessment tool - Understanding risks and vulnerabilities through the tool - interpretation of risks and vulnerabilities data for planning outreach activities - Roles of PEs and ORWs in reducing the risk and vulnerabilities, and linking HRGs to services	Group1+ Facilitator: Mr. Jitendra Kumar (SMT)
10:45 – 11:00	Tea Break		
11:00 – 12:00	Session 9: Understanding outreach and outreach planning	- Governance - Importance of outreach with HRGs - Outreach strategies - Types of outreach activities - Hotspot outreach - Spa Massage Parlor outreach - Network Operators outreach - Virtual Outreach - Weekly Planning and Activity Sheet	Group2+ Facilitator: Mr. Prateek Mukherjee (SMT)
12:00 – 13:00	Session 10: SoP Reaching out to the Unreached HRGs	- Strategies to get out to the unreached HRGs operating at SPA/Massage Parlors - Strategies to reach out to the Unreached HRGs operating through Network Operators (NWO) - Strategies to get out to the Unreached HRGs operating on web-based platforms - Reporting and Documentation of SMP, NWO, and Virtual intervention activities - Roles and responsibilities of PM in the effective implementation of SMP, NWO, and Virtual interventions	Group3+ Facilitator: Mr. Jitendra Kumar (SMT)
13:00 – 14:00	Lunch Break		
14:00 – 15:00	Session 11: One-on-One Communication and Negotiation Skills	- Topics of communication - STI – Prevention, Symptoms, Treatment - HIV/AIDS – Prevention, Symptoms, Treatment - ICTC referrals - Regular Medical Check-up - Building trust and relationships with core groups - Use of mobile phones and visual aids - Negotiation skills	Group4+ Facilitator: Mr. Ratan Lal Mali (SMT)
15:00 – 16:00	Session 12: Harm Reduction Approaches	- Harms associated with drug use - Harm reduction approaches - Needle Syringe Exchange Program (NSEP) - NSEP and its components - Accurate and safe methods of collection - Storage and disposal of needles and syringes - Safer Injecting Practices - Basics of safer injecting practices - Body mapping for safer injecting sites - Techniques of safer injecting - OST	Group5+ Facilitator: Mr. Prateek Mukherjee (SMT)


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		• Understanding the need for Opioid Substitution Therapy • Benefits of Opioid Substitution Therapy ◦ Abscess management • Symptoms of abscesses • Basic care, management and treatment for abscesses • Preventive measures ◦ Overdose management • Symptoms of overdose • Emergency aid steps • Methods on how to prevent overdose • Referrals and Linkages ◦ OST ◦ Deaddiction centers ◦ Nutrition ◦ Counselling ◦ HIV/STI/TB/Hep B&C/NCD	
16:00 – 16:15	Tea Break		
16:15 – 17:15	Session 13: Data Analysis	• Introduction to Data Analysis and its importance • Data Analysis on different Targeted intervention indicators • Presentation of Data to SACS • Report generation and submission • Using M&E findings for program improvement	Group6+ Facilitator: Mr. Amit Bhargava (SMT)
17:15 – 17:30	Vote of thanks		



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