

**Centers for Epidemiology and Animal Health
Training Courses**

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NOMINATION/APPLICATION PROCEDURES

Each field nominee must submit the enclosed nomination request through the Area Office to the Regional Office. Each headquarters nominee must submit the enclosed nomination request through the Associate Deputy Administrator's Office, National Animal Health Policy Programs (NAHPP). The Regional Office and/or the NAHPP, Associate Deputy Administrator's Office will then submit the prioritized nominations to the nomination address listed in the course description. First priority is given to those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status.

The Centers for Epidemiology and Animal Health (CEAH) cannot accept nominations directly unless they come through the Regional Office or the NAHPP, Associate Deputy Administrator's Office. If you have not nominated a participant, or have vacant positions that are to be filled, and want to reserve a space in the course, you may write "to be determined," or, "TBD" on the nomination form. Director approval is required for the named nominations, as well as a commitment to fill or cancel reserved spaces.

All training-related correspondence (select, non-select, cancellation, etc.) will be sent directly to the participants by email with copies to the VSMT, Training Coordinators, and supervisors. Hard copies will no longer be issued. Requests for exceptions may be made to the CEAH Training Coordinator.

COURSE DESCRIPTION

Each course description gives the course title, dates, purpose, and in some cases, objectives, eligibility, location, source person, and nomination contact person.

The course dates do not include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

CANCELLATION AND SUBSTITUTION POLICY

Based on each particular course, it is important that CEAH be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in the status of nominees or course logistics will be communicated immediately through the Training Coordinators.

Location	Ft. Collins, CO	
Course Purpose	<p>Participants will learn about the APHIS physical network (hardware and software), and how it uses regional, state, and local servers to provide database capabilities to each state in the U.S. They will also learn the terminology and basic concepts of the relational database model, and how the GDB implements this model. Participants will become familiar with the different Veterinary Services animal disease programs and how these programs utilize the GDB as a data repository, as well as the minimal data requirements for disease program reports routinely submitted to the National Animal Health Programs Staff (i.e., monthly reports for Brucellosis, TB, Pseudorabies, etc). Throughout this course the participants will also learn how to access data stored in the GDB and how to generate reports required by Veterinary Services or needed at the local level.</p> <p>This course primarily teaches the theoretical and functional organization of data in the GDB, with emphasis on specific disease programs. The disease programs to be covered in a particular class are determined by the needs and wishes of the participants in the class as expressed on their applications. Participants will be selected to try to group participants wanting information about the same programs into one class.</p>	
Target Audience	This course is recommended for epidemiologists, program records supervisors, AVICs, data entry operators, and any other data users. This class is highly recommended, but not required, as a preparation for those interested in the data retrieval class.	
Cost	Travel costs only	
Contact	Dr. Mike Dalrymple, VS/CEAH, (970) 494-7317	
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.	
Nomination Deadline	To the Regional Office:	September 27, 2004 {October session} May 9, 2005 {June session}
	To VS/CEAH:	October 4, 2004 {October session} May 16, 2005 {June session}

Discoverer Queries For Data Retrieval*November 2 – 4, 2004**March 15 – 17, 2005*

Location:	Fort Collins, Colorado
Course Purpose:	Participants will learn data retrieval techniques, especially how to use Discoverer over the Internet to create and execute reports in the Generic Data Base (GDB). They will learn to format data from the GDB for reports. Techniques to create reports with functions, formulas, and multiple-table joins will be presented.
Target Audience:	Federal and State Personnel
Course Format:	<p>Day 1:</p> <p>8:00am – 12:00pm Overview of SQL and GDB architecture (or an Overview of Discoverer, if all participants have met the course prerequisites stipulated below)</p> <p>1:00pm – 5:00pm Fundamentals of Discoverer</p> <p>Days 2 & 3:</p> <p>All Day Basic and Advanced Discoverer Skills</p>
Prerequisites:	<ol style="list-style-type: none"> 1. Understands and can proficiently write simple SQL queries. 2. Understands the Generic Data Base's structure (either by performing GDB data-entry work regularly as part of your job or by having attended the CEAH "GDB Data-Entry" workshop or "VS Databases" workshop).
Cost	Participants pay travel and hotel.
Contact:	Sandy Hill, VS/CEAH, (970) 494-7298 Michael Durham, VS/CEAH, (970) 494-7295
Nominations:	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline:	<p>To the Regional Office: October 4, 2004 {November session} February 7, 2005 {March session}</p> <p>To VS/CEAH: October 11, 2004 {November session} February 14, 2005 {March session}</p>

Emergency Management Response System – Advanced Training for Responses to Animal Health Emergencies

December 7 – 9, 2004

Location	Ft. Collins, CO
Course Purpose	Course will include EMRS Advanced Training in workflow management techniques using combinations of zone statuses and premises visits forms. Advanced data management, data extraction and manipulation, forecasting and report generation will be covered using a variety of techniques. Premises address validation using current Prem allocator and outside toolsets will be taught. New toolsets such as Intelliview for the client and Web will be covered in detail. Candidates will be expected to have a good working knowledge of all parts of EMRS and should have some previous experience at Taskforce levels with EMRS or a strong computer background and EMRS experience, as no entry level training will be covered.
Target Audience	Candidates should be prepared for interactive training and to provide input in areas where they have extensive taskforce experience and will be expected to be able to continue learning advanced techniques to be prepared to serve as DRO's or EPI section officers in future outbreaks fully utilizing EMRS to manage the outbreak.
Prerequisites	None
Cost	Travel costs only
Contact	Sherry Wainwright, VS/CEAH, (970) 494-7318 Fred Bourgeois, VS/CEAH, (318) 288-4083 Bob Carr, VS/CEAH, (970) 494-7297
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To the Regional Office: November 1, 2004 To VS/CEAH: November 8, 2004

<i>Chronic Wasting Disease (CWD) Data Entry and Management</i>		<i>January 25 – 27, 2005 (CO)</i> <i>March 1 – 3, 2005 (NC)</i>
Location	Ft. Collins, CO Raleigh, NC	
Course Purpose	<p>This course focuses on usage of the Chronic Wasting Disease (CWD) national database (GDB). Emphasis will be on data entry and data management for the Chronic Wasting Disease certification program for captive cervids.</p> <p>Participants will learn about the APHIS physical network (hardware and software), and how the web-based database interface and network provide security to state data while allowing data to be held in a national repository. They will also learn the terminology and basic concepts of the relational database model, and how the GDB implants this model.</p> <p>Participants will become familiar with navigation and data entry for both the CWD database as well as the On-Line TSE Laboratory Submission (OTLS) system for submitting laboratory submission forms (10-4) electronically.</p> <p>Throughout this course the participants will also learn how to access data stored in the database, use worksheets to manage program tasks, and generate reports.</p>	
Target Audience	This course is recommended for individuals involved in entering and managing data used to manage the national CWD certification program for captive cervids (CWD data entry clerks, Epidemiologists, program managers).	
Prerequisites	None	
Cost	Travel costs only	
Contact	Dr. Steve Bengtson VS/CEAH (970) 494-7299	
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.	
Nomination Deadline:	<p>To the Regional Office: December 13, 2004 {January session} January 24, 2005 {March session}</p> <p>To VS/CEAH: December 23, 2004 {January session} February 1, 2005 {March class}</p>	

***Emergency Management Response System (EMRS) –
Administrative Module***

February 8 – 10, 2005

Location	Ft. Collins, CO
Course Purpose	<p>The EMRS is a web-based task management system designed to automate many of the tasks routinely associated with the disease outbreaks and animal emergencies. It is used for routine reporting of foreign animal disease (FAD) investigations, state outbreaks or control programs, classic national Animal Health Emergency responses, or natural disasters involving animals.</p> <p>Only personnel in a specific state or with a definite "need-to-know" are given access to a specific EMRS data base. Typically, only data entry personnel, section leaders, epidemiologists, and GIS personnel and, depending on the particular response, field emergency response personnel, need access to the EMRS. This can be USDA, APHIS, VS employees, state animal health officials, or temporary hires. Information is managed in the EMRS using views for task force management personnel or it can be exported for use with other applications.</p> <p>The purpose of this class will be to show personnel how to log into the EMRS, input data to the system, and how to get information out of EMRS for their specific job.</p>
Target Audience	This EMRS class will be geared towards admin people. This class will give students a detailed overview of the administrative module of EMRS and a general overview of the in investigation module.
Prerequisites	None
Cost	Travel costs only
Contact	Sherrri Wainwright, VS/CEAH, (970) 494-7318 Fred Bourgeois, VS/CEAH, (318) 288-4083 Bob Carr, VS/CEAH, (970) 494-7297
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To the Regional Office: January 3, 2005 To VS/CEAH: January 10, 2005

**Workshop on the Fundamentals of Risk Analysis for
Decision Makers and Technical Risk Analysts**

March 8 – 10, 2005

Location	Ft. Collins, CO
Course Purpose	<p>The primary focus of this 3-day workshop is to introduce the fundamentals of risk analysis from the perspectives of both decision makers and technical risk analysts. Participants will discuss the fundamentals of risk analysis, how it is conducted and how it can be used effectively in evaluating trade-related animal health risks and making regulatory decisions. The workshop will consist of two parts: (1) a non-technical but extensive overview of the risk analysis process and (2) an in-depth technical discussion of quantitative risk analysis, probability and probability distributions.</p> <p>The non-technical part will be given on the first day of the course and should take up to 5 hours followed by a 2 hour informal discussion. Decision makers and those who are interested in how to use risk analysis results to make more informed decisions will benefit the most from this part of the course and may continue to attend the technical part of the course only if they wish to do so.</p> <p>The technical part of the workshop will take 2 days and is independent of the non-technical part of the first day so that participants may chose to attend either parts or both parts of the course. The technical part covers (1) how to conduct a quantitative risk analysis and evaluate it critically, (2) the fundamental laws of probability on which risk analysis is based, and (3) probability mass and probability distribution functions and how they are used to model data and expert opinions in a risk analysis model. Real life examples will be presented and discussed throughout the course from, formulating the problem to running the model using @Risk software and to interpreting results.</p>
Target Audience	Decision makers and intermediate to technical risk analysts investigation module detailed overview of the administrative module investigation general investigation module.
Prerequisites	None
Cost	Travel only
Contact	Ziad Malaeb, Ph.D. (A.B.D) VS/CEAH, (970) 494-7288
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	<p>To the Regional Office: February 1, 2005</p> <p>To VS/CEAH: February 14, 2005</p>

Location	Ft. Collins, CO
Course Purpose	<p>The EMRS is a web-based task management system designed to automate many of the tasks routinely associated with the disease outbreaks and animal emergencies. It is used for routine reporting of foreign animal disease (FAD) investigations, state specific disease outbreaks or control programs, classic national Animal Health Emergency responses, or natural disasters involving animals.</p> <p>Only personnel in a specific state or with a definite "need-to-know" are given access to a specific EMRS data base. Typically, only data entry personnel, section leaders, epidemiologists, and GIS personnel, and depending on the particular response, field emergency response personnel need access to the EMRS. This can be USDA, APHIS, VS employees, state animal health officials, or temporary hires. Information is managed in the EMRS using views for task force management personnel or it can be exported for use with other applications.</p> <p>The purpose of this class will be to show personnel how to log into the EMRS, input data to the system, and how to get information out of EMRS for their specific job.</p>
Target Audience	<p>This EMRS class will be geared towards the VMO's and other field emergency response personnel. It will give participants a detailed overview of the investigation module of EMRS and a general overview of the administrative module. The focus is more on how veterinarians, in their different jobs at their different jobs at a disease outbreak emergency response, will use the investigating data base in EMRS. Also, how they'll use EMRS for the routine reporting of foreign animal diseases.</p>
Prerequisites	None
Cost	Travel only
Contact	<p>Sherri Wainwright, VS/CEAH, (970) 494-7318 Fred Bourgeois, VS/CEAH, (318) 288-4083 Bob Carr, VS/CEAH, (970) 494-7297</p>
Nominations	<p>Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.</p>
Nomination Deadline	<p>To the Regional Office: April 1, 2005</p> <p>To VS/CEAH: April 7, 2005</p>

User Created Queries for Data Retrieval (SQL)*July 12 – 14, 2005*

Location	Ft. Collins, CO
Course Purpose	Participants will learn data retrieval techniques, especially how to use Structured Query Language (SQL) and the Graphical User Interface (GUI) Browser, to create and execute queries in the Generic Data Base (GDB). They will learn to format data from the GDB for reports and for importing into other software, such as Epi-Info, for further analysis. Techniques to create macros with functions, formulas, and multiple-table joins will be presented.
Target Audience	Federal or State Program Records Supervisors, Program Managers, Computer Specialists, and Epidemiologists with a need to access GDB or other program data bases for Tuberculosis Brucellosis, Pseudorabies, Scrapie, and other diseases for program management, data quality control and data analysis.
Prerequisites	Knowledge of the structure of the Oracle 6/7 national program databases, especially the GDB.
Contact	Dr. Mike Dalrymple, VS/CEAH, (970) 494-7317
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.
Nomination Deadline	To the Regional Office: June 6, 2005 To VS/CEAH: June 17, 2005

<i>Spread Model</i>		<i>July 12 – 14, 2005</i>
Location	Ft. Collins, CO	
Course Purpose	To familiarize participants with the disease simulation model, SpreadModel, with a focus on Foot and Mouth Disease. The course will include detailed descriptions of model inputs, calculations and outputs. It will focus on information the user will need to enter, and appropriate interpretation of results. Exercises during class will help participants to understand how the model can help in efforts to prepare and educate individuals about spread of a foreign animal disease through animal populations.	
Target Audience	Epidemiologists, emergency coordinators, decision makers with an interest in knowing more about the model.	
Prerequisites	None	
Cost	Travel costs only	
Contact	Barbara Corso, VS/CEAH, Barbara.A.Corso@aphis.usda.gov Mark Schoenbaum, VS/CEAH, Mark.A.Schoenbaum@aphis.usda.gov	
Nominations	Nominations are to be sent to the Regional Director's Office. The Regional Office will forward the nominations to CEAH.	
Nomination Deadline:	To the Regional Office:	June 6, 2005
	To VS/CEAH:	June 17, 2005

NOMINATION REQUEST

PLEASE PRINT CLEARLY

COURSE TITLE:

DATE OF THE COURSE: _____

1. Participant's name, social security number, mailing address, phone and fax number, and e-mail address:

___ Dr. ___ Mrs. ___ Mr.

Name Social Security Number

Mailing address (street, city, state, and zip code)

Phone number Fax number E-mail

2. Job Title: _____

3. Participants Official Duty Station: _____

4. Estimated costs (This information is needed for the preparation for the Quarterly Travel Plan):

No. of days for per diem: _____

POV (need # of miles round trip): _____

Miscellaneous expenses (round trip estimates): _____
{shuttle, parking, taxi, etc.}

Common carrier fare: _____

Method of purchase for common carrier (GTR, GVTS, CC, etc.): _____

GOV (Check if this mode of transportation will be used): _____

Car Rental: _____

5. Method of Transportation: _____

6. Supervisor's signature for approval: _____

7. Region's approval: _____

PLEASE FAX TO THE REGIONAL OFFICE. THE REGIONAL OFFICE WILL FAX TO THE NOMINATIONS CONTACT PERSON NOTED AT THE END OF EACH COURSE DESCRIPTION.