

Access and Functional Needs Framework - Training Catalog



Communication

Independence

Transportation



Maintaining
Health

Support &
Safety



C O L O R A D O

**Division of Homeland Security
& Emergency Management**

Department of Public Safety

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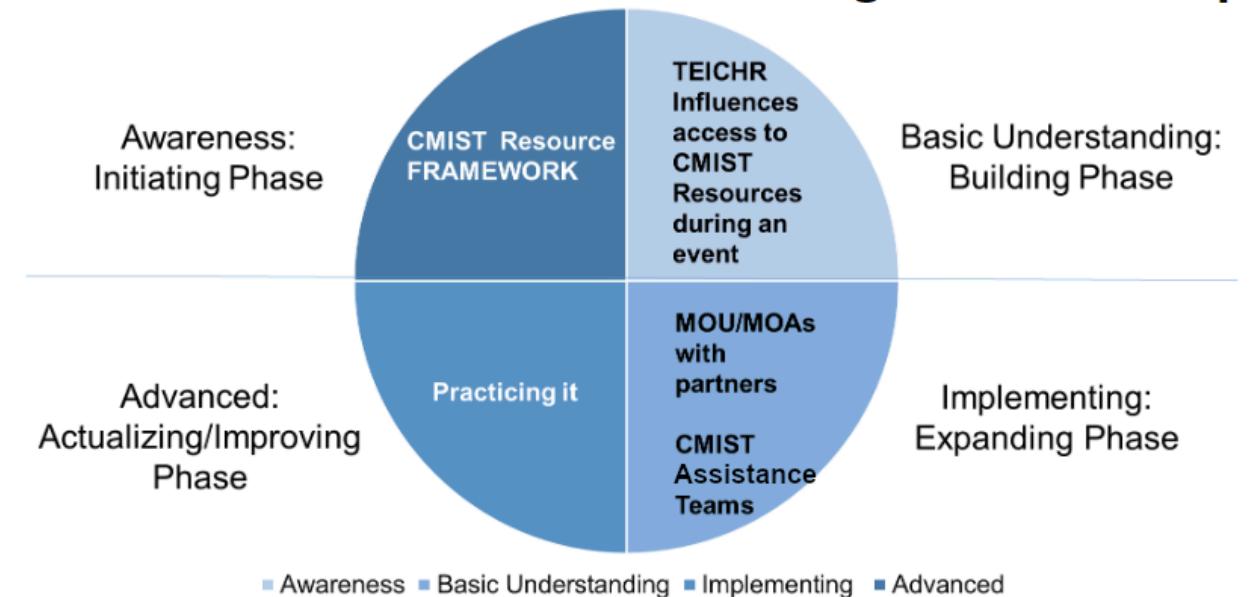
Colorado Access and Functional Needs Program

The Colorado Access and Functional Needs Program team is a partner and resource in supporting state and local emergency management in identifying whole community resource needs before, during, and after an emergency rather than labeling people as “special needs” or “vulnerable populations.” A core concept in our approach is the **CMIST** (Communication, Maintaining Health, Independence, Support Services and Safety, Transportation) Resource Memory Tool.

Using the **CMIST** Resource Memory Tool creates shared language and understanding around whole community resource needs and supports emergency manager, partner, and stakeholder ability to identify resources necessary to save lives and property. For more information about the Colorado Access and Functional Needs Program see the [DHSEM Access and Functional Needs Program Webpage](#).

Access and Functional Needs Program Roadmap

Access & Functional Needs Program Roadmap



The Colorado Access and Functional Needs Program includes a roadmap consisting of four phases designed to meet emergency management stakeholders (e.g., emergency managers, emergency support functions, partners, communities) where they are at and support their development of access and functional needs knowledge, skills, and abilities:

1. **Awareness:** The Initiating Phase
2. **Basic Understanding:** The Building Phase
3. **Implementing:** The Expanding Phase
4. **Advanced:** The Actualizing/Improving Phase

The Awareness: Initiating Phase introduces basic concepts in the Access and Functional Needs Resource Framework and CMIST Resource Memory Tool. Trainings in this phase include:

- CO-CMIST 4000: Introduction to the Access and Functional Needs Resource Framework in Emergency Management
- CO-4017: Moving Beyond the Buzzword of Whole Community Inclusion in Emergency Management
- CO-CMIST 4007: Portable Hearing Loop Training
- CO-CMIST 4010: How to Prepare for Everything - CMIST Resource Disruptions

The Basic Understanding: Building Phase provides beginner-level information on how to integrate access and functional needs into various aspects of emergency management, including planning, communication, transportation and evacuation, mass care, recovery, and preparedness, and how to mitigate or overcome chronic influencers that prevent or minimize access to CMIST resources using the TEICHR (Trust, Economics, Isolation (Geographic, Culturally, Socially), Capacity, Housing, Racism) framework. Trainings in this phase include:

- G0197: Integrating Access and Functional Needs in Emergency Management
- CO-CMIST 4006: Bridging Language Barriers During Disasters

- CO-CMIST 4011: Getting To Know Your Colorado Access and Functional Needs Program
- CO-CMIST 4014: Chronic Influencers and Disruptions to CMIST Resources: TEICHR Memory Tool

The Implementing: Expanding Phase operationalizes the Access and Functional Needs Resource Framework and CMIST Resource Memory Tool through processes such as capability assessments and CMIST Resource Assistance Teams. The trainings in this phase are:

- CO-CMIST 4001: CMIST Resource Assistance Team Overview
- CO-CMIST 4004: CMIST Resource Assistance Team: Community Outreach
- CO-CMIST 4009: CMIST Resource Assistance Team: Emergency Response Interpreter
- CO-CMIST 4015: CMIST Resource Assistance Team: Media Communications Live Stream Coordination
- CO-CMIST 4008: Integrating CMIST Into Capability Assessments
- CO-CMIST 4012: Identifying Roles and Responsibilities in Integrating Access and Functional Needs into Emergency Management

The Advanced: Actualizing/Improving Phase is delivered through technical assistance and guidebooks that empower participants to apply knowledge gained in previous phases, including inclusive planning practices, identifying and sharing resources, and leveraging after action reviews (AAR) for continuous improvement. The guidebooks and technical assistance in this phase is in development.



Awareness: Initiating Phase Training

CO-CMIST 4000: Introduction to the Access and Functional Resource Framework in Emergency Management

Course Hours: 1

Available Formats: In-Person, hybrid, and virtual

COTrain Course ID: 1113903

The Access and Functional Needs Resource Framework suggests that there are resources EVERYONE needs in order to function before, during, and after emergencies, regardless of who they are. In this introductory course, participants gain a basic understanding of the Access and Functional Needs Resource Framework and the CMIST Resource Memory Tool.

Learning Objectives

1. Define the access and functional resource framework versus access and functional needs as a label
2. Define the CMIST memory tool

Key Content

- “Have You Ever” game
- Access and functional needs resource framework
- CMIST memory tool
- Community Inclusion in Colorado map
- TEICHR (Trust, Economics, Isolation, Capacity, Housing, Racism) memory tool overview

CO-CMIST 4017: Moving Beyond the Buzzword of “Whole Community Inclusion” In Emergency Management

Course Hours: 1

Available Formats: In-Person, hybrid, and virtual

COTrain Course ID: 1122106

Learn about the history, key milestones, core concepts, and future roadmap of the Colorado Access and Functional Needs Program. Participants will learn about Colorado's model for implementing true whole community inclusion in emergency management, as well as how-tos tied to the must-dos in creating your organization, local, or Statewide Access and Functional Needs Program.

Learning Objectives

1. Identify the background and purpose of how Colorado implemented an access and functional needs program in emergency management
2. Identify key considerations and functions of an access and functional needs program

Key Content

- Background and need for an access and functional needs program
- Key principles of the program (i.e. resource framework, CMIST)
- Program development milestones and timeline

CO-CMIST 4007: Portable Hearing Loop Training

Course Hours: 2

Available Formats: *In-Person or hybrid*

COTrain Course ID: 1114795

A portable hearing loop (i.e., audio induction loop) is an audio transmission system for people who use hearing aids. The system provides a wireless, electromagnetic signal that is picked up by the hearing aid. As a communication resource, portable hearing loops help expand accessibility across a multitude of spaces. Participants learn why and how the portable hearing loop kit supports communication before, during, and after an emergency or disaster; how the system works; and equipment setup, breakdown, and care. Participants in each Colorado Office of Emergency Management field service area also learn how to request the equipment.

Learning Objectives

1. Define what a Hearing Loop is and how it works
2. Demonstrate how to troubleshoot a Portable Hearing Loop Kit
3. Demonstrate how to set up a Portable Hearing Loop Kit
4. Identify how to request this resource

Key Content

- Hearing loop definition, purpose, and basic operation
- Components of a portable hearing loop kit
- Basic portable hearing loop set up, tear down, and troubleshooting
- How to request the portable hearing loop resource

CO-CMIST 4010: How To Prepare for Everything - CMIST Resource Disruptions

Course Hours: 4

Available Formats: In-Person, hybrid, and virtual

COTrain Course ID: 1113904

A simple, step-by-step method to empower individuals, organizations, and communities to prepare for any disaster or emergency by preparing for CMIST resource disruptions. By preparing for a limited number of disruptions, participants can prepare for an unlimited number of disasters. This workshop applies a CMIST Resource Framework lens to the book “How to Prepare for Everything” by Aaron Titus.

Learning Objectives

1. Define the difference between disasters and disruptions
2. Identify personal preparedness strategies and solutions to prepare for various resource needs caused by disruptions

Key Content

- Why does personal preparedness matter
- Disruptions versus disasters
- Preparing for resource needs during disasters
- Personal support network and different ways of preparing



Basic Understanding: Building Phase Training

G0197: Integrating Access and Functional Needs in Emergency Management

Course Hours: 12

Available Formats: *In-Person, hybrid, and virtual (In-person and hybrid sessions are two days (8-hours per day to include breaks and lunches); virtual sessions are three days (5-hours per day))*

COTrain Course ID: 1099705

This course provides emergency management stakeholders (e.g., emergency managers, emergency support functions, partners, community members, others) with a comprehensive overview of disaster and emergency management planning, preparedness, response, and recovery to support people with access and functional needs. Topics include whole community planning, shelter operations, transportation, evacuation, communication and alert messages, and long-term recovery.

Learning Objectives

1. Identify the importance of integrating access and functional needs into emergency management
2. Identify key planning considerations to integrate access and functional needs into emergency management
3. Identify possible resources, partners, and best practices

Key Content

- Access and functional needs during disaster lessons learned, laws, lawsuits, whole community concept
- Access and functional needs resource framework and CMIST resource memory tool
- Emergency planning process overview, partners, TEICHR, tools

- Public alert and warning overview, planning, accessibility, considerations and practices, tools
- Evacuation and critical transportation planning, inclusion, partners, considerations and practices
- Sheltering overview, accessibility, considerations and practices
- Recovery overview, chronic cyclical disasters, planning, considerations and practices
- Exercise, training, and preparedness considerations and practices

CO-CMIST 4014: Chronic Influencers and Disruptions to CMIST Resources: TEICHR Memory Tool

Course Hours: 3

Available Formats: In-Person, hybrid, and virtual

COTrain Course ID: 1122105

As we work to engage our communities to develop more inclusive emergency plans, there are chronic influencers that act as barriers to accessing CMIST resources. Using the TEICHR (Trust, Economics, Isolation, Capacity, Housing, Racism) Memory Tool, participants will gain understanding and a toolkit for how these barriers can be mitigated through establishing partnerships with local agencies and community partners to increase community resilience and access to CMIST resources before, during, and after emergencies.

Learning Objectives

1. Define categories of chronic issues and influencers that impact access to resources during emergencies and disasters
2. Identify the role of community connectors in addressing chronic issues and influencers throughout the disaster cycle
3. Identify solutions to mitigate barriers caused by chronic influencers and issues

Key Content

- Brief review of the access and functional needs resource framework and CMIST resource memory tool
- How to shorten the disaster cycle for everyone
- Chronic issues and influencers (TEICHR memory tool)
- Planning solutions: Relationships, Planning, Mapping, Additional, Continuous Improvement

CO-CMIST 4006: Bridging Language Barriers During Disasters

Course Hours: 4

Available Formats: Hybrid and virtual

COTrain Course ID: 1114201

Information can mean the difference between life and death during disasters. To promote the safety of all community members during and after disasters, communication is crucial for disseminating emergency information, evacuation instructions, and other vital messages. How and what we communicate is the cornerstone of effective disaster response. However, language barriers can put communities at risk of being left behind when disasters strike. This course helps emergency managers and their partners learn how to develop appropriate messaging across different cultural contexts, manage multilingual communication, and build trust with communities to expand the reach of emergency information.

Learning Objectives

1. Identify language barriers in emergency management and real-world impacts
2. Identify strategies and solutions to provide multilingual disaster information

Key Content

- Language barriers and impacts
- Multilingual tools and best practices in emergency management

- Indicators of effective language practices

CO-CMIST 4011: Getting To Know Your Colorado Access and Functional Needs Program

Course Hours: 4

Available Formats: Hybrid and virtual

COTrain Course ID: 1114248

This seminar introduces participants to the Colorado Access and Functional Needs Program as a “people resource”. Participants work together to:

- Understand where the local area is at with whole community inclusion and where each wants to grow
- Increase community wide understanding of the Access and Functional Needs Resource Framework
- Identify the role of the Access and Functional Needs Team supporting the local emergency management programs
- Discuss the Access and Functional Needs Program Roadmap and how it ties into the region’s next steps of building regional and local whole community inclusion

Learning Objectives

1. Introduce the Colorado Access and Functional Needs program as a people resource that helps local emergency managers better identify how to integrate access and functional needs into emergency management.

Key Content

- Colorado Access and Functional Needs Program development timeline and purpose
- Access and Functional Needs Program roadmap
- Access and Functional needs resource framework
- CMIST resource memory tool



Implementing: Expanding Phase Training

CO-CMIST 4001: CMIST Resource Assistance Team Overview

Course Hours: 2

Available Formats: *Hybrid and virtual*

COTrain Course ID: 1114203

CMIST Resource Assistance Teams are comprised of local community members trained to help strengthen a community's disaster resilience and whole community inclusion by addressing and identifying CMIST resource needs before, during, and after a disaster. This develops community-based "people resources" by creating teams specific to each locality. In this training, participants gain familiarity with the CMIST Resource Assistance Team menu of options, areas of concentration, and how these teams benefit the community. This training is for emergency management stakeholders (e.g., emergency managers, partners, community members) who are interested in understanding and meeting the specific resource needs of their community throughout the disaster cycle and are interested in becoming CMIST Resource Assistance Team members.

Learning Objectives

1. Define the CMIST Resource Assistance team purpose, responsibilities, management
2. Identify CMIST Resource Assistance team technical knowledge and tools to support various functions

Key Content

- Brief review of the access and functional needs resource framework and CMIST resource memory tool
- Access and functional needs during disaster lessons learned, executive actions, and legislation

- How to shorten the disaster cycle for everyone
- CMIST Resource Assistance Teams mission, purpose, types
- CMIST Resource Assistance Team members, recruitment, training, deployment, liability
- Emergency Support Function (ESF) Partners
- Deserted Island Exercise

CO-CMIST 4004: CMIST Resource Assistance Team: Community Outreach

Course Hours: 4

Available Formats: Hybrid and virtual

COTrain Course ID: 1114206

Community Outreach Teams survey community members and collect data on gaps and barriers experienced during response. In this training participants will discuss why and how surveys are vital in determining and assessing lessons learned, information for after action reports, information sharing, and building community competence. Trainers and participants will gather sample survey questions to build off of within communities and understand the power of community collaboration.

Learning Objectives

1. Identify best practices for relationship building, empowerment sharing, and meaningful inclusion of the community
2. Demonstrate how to complete an outreach survey

Key Content

- CMIST Resource Assistance Team Community Outreach Responsibilities
- Working with partners
- Formatting after action reports (AARs)
- Sharing information

- Authentic community connection
- Overcoming barriers
- Sample survey
- Funding sources

CO-CMIST 4009: CMIST Resource Assistance Team: Emergency Response Interpreter

Course Hours: 6

Available Formats: Hybrid and virtual

COTrain Course ID: 1114210

This training is designed for language interpreters who will work with Public Information Officers (PIOs), Joint Information Systems, and Joint Information Centers. Emergency Response Interpreters provide language interpreting services and language translation to shelters, local assistance centers, local disaster recovery centers, and media/press conferences. The course currently focuses on American Sign Language (ASL) interpretation but will expand to include other languages in the future.

Learning Objectives

1. Identify emergency response interpreter (ERI) role and responsibilities
2. Identify best practices, requirements, and resources that are needed to interpret in emergency situation

Key Content

- CMIST resource memory tool overview
- ERI background, executive actions, legislation, lawsuits
- Emergency management function overview
- ERI mission and responsibilities
- Working with public information officers and media events
- Working at shelter assignments

- ERI resource requests, requirements, and deployment

CO-CMIST 4015: CMIST Resource Assistance Team: Media Communications Live Stream Coordination [PILOT]

Course Hours: TBD

Available Formats: TBD

COTrain Course ID: TBD

This training is designed for media communications organizations working with emergency managers, public information officers (PIO), and others who routinely interact with media. Media Communications CMIST Resource Assistance Team Members will provide support in media briefings as well as develop policies and procedures to include language interpreters. This training provides guidance for non-English language inclusion in media and American Sign Language (ASL) interpreter Picture in Picture (PIP) for consistent inclusion of ASL interpreters in media briefings.

Learning Objectives

1. Identify Media Communications CMIST Resource Assistance Team responsibilities and external coordination
2. Identify what is a live broadcast media platform, equipment needed, and how it is set up
3. Process to request the live broadcast media platform resource and DHSEM support

Key Content

- Media Communications Live Stream CMIST Resource Assistance Team mission and responsibilities
- Live broadcast media platform overview
- Live stream equipment
- Setting up broadcast media platform and sharing with the media
- Platform resource requests

CO-CMIST 4008: Integrating CMIST Into Capability Assessments

Course Hours: 5

Available Formats: Hybrid and virtual

COTrain Course ID: 1105254

Capability assessments such as the Colorado Emergency Preparedness Assessment (CEPA) are the starting point for assessing risks and capabilities, gap analysis and prioritization, and the potential need for support and resources during and after emergencies or disasters. Having key conversations with emergency managers, partners, and community members during capability assessments is vital in assuring whole community inclusion and enabling all to participate in preparedness activities. This session provides guidance on how to incorporate whole community CMIST resources into Planning, Organization, Equipment, Training, and Exercises (POETE) elements when assessing your mission areas and core capabilities during capability assessments.

- For more information on mission areas and core capabilities, visit the [FEMA Mission Areas and Core Capabilities website](#)
- For more information specific to CEPA, visit the [Colorado Emergency Preparedness \(CEPA\) website](#)

Learning Objectives

1. Identify CMIST resource gaps and opportunities in the planning, organizing, equipping, training, and exercising (POETE) elements of your core capabilities
2. Demonstrate how to include the whole community in developing an action plan to address identified gaps and opportunities

Key Content

- Review of CMIST resource memory tool
- Review of Capability Assessments
- CMIST in POETE concept and activity

- Additional Tools for real world application

CO-CMIST 4012: Identifying Roles and Responsibilities in Integrating Access and Functional Needs into Emergency Management

Course Hours: 4

Available Formats: Hybrid and virtual

COTrain Course ID: 1114722

This workshop assists local stakeholders in identifying their role in integrating access and functional needs into emergency management, as well as identifying partners or resource providers who may play a role. Participants work together to:

- Discuss the Access and Functional Needs Program Roadmap and how it ties into the region's next steps of building regional and local whole community inclusion (Access & Functional Needs) points of contacts or community champions to support emergency management before, during, and after emergencies and disasters
- Better understand what local partners are already doing in the community and goals and growth they would like to achieve
- Participate in inclusive conversations on community CMIST resource needs and gaps specific to the local level tied to where participants want to grow.

Learning Objectives

1. Identify roles and responsibilities between the Colorado Access and Functional Needs program, local emergency managers, and community, so that local emergency managers do not have to do it alone

Key Content

- CMIST and FEMA lifelines
- Identify CMIST resource needs and gaps across Colorado's Field Service Areas

- CMIST partners



Advanced: Actualizing/Improving Phase Training

To support stakeholders in turning their knowledge into real world application (e.g., planning, organizing, equipping, training, exercising) and continuous improvement, our program offers guidebooks and technical assistance.

Guidebooks

- [Integrating Access and Functional Needs into Evacuation and Critical Transportation Guidebook](#)
- Integrating Access and Functional Needs into Mass Care Guidebook - *In Development*
- Integrating Access and Functional Needs into Disaster Communication Guidebook - *In Development*

Technical Assistance

- Please contact the Access and Functional Needs Program for inquiries about technical assistance at cdps_dhsem_afn@state.co.us or call (720) 610-1691.

Training Courses in Development

CMIST Resource Assistance Teams (Various) *Course Hours, Available Formats, and COTrain ID: TBD*

Expanding off of the mission of CMIST Resource Assistance Teams, participants learn more detailed guidance and best practices related to:

- Conducting Environmental Accessibility Resource Assessments
- Conducting Functional Needs Resource Assessments
- Providing Recovery Information and Technical Assistance

Access and Functional Needs University

The Access and Functional Needs University consolidates many of the Access and Functional Needs courses into a single time frame (typically

2-3 consecutive weeks). The university is offered twice a year.

Background

The Colorado Access and Functional Needs program offers a variety of training courses upon request. The concept of grouping several courses together and offering them during a regularly scheduled event (i.e., a ‘university’) was first developed and piloted in 2024 to provide a more convenient option for people who wish to attend multiple courses within a single consolidated timeframe.

University Tracks

Access and Functional Needs University courses are organized into training tracks to help attendees select the topics and courses that pertain to their needs. Participants are **not** required to attend every course and may join **any session** offered throughout the university schedule. University tracks include:

Part 1: The Basics

“The Basics” provides an introduction to the access and functional needs resource framework, CMIST (Communication, Maintaining Health, Independence, Support Services and Safety, and Transportation) resource memory tool, and how to integrate these concepts into emergency planning, communications, sheltering, evacuation and transportation, and recovery.

- CO-CMIST 4000: Introduction to the Access & Functional Needs Resource Framework in Emergency Management
- CO-CMIST 4017: Moving Beyond the Buzzword of “Whole Community Inclusion” in Emergency Management
- G197: Integrating Access and Functional Needs into Emergency Management

Part 2: Community Engagement

Build upon basic CMIST knowledge by identifying how to engage the whole community throughout the disaster cycle and mitigate barriers that prevent CMIST resources from reaching community.

- CO-CMIST 4004: CMIST Resource Assistance Team: Community Outreach
- CO-CMIST 4014: Chronic Influencers and Disruptions to CMIST Resources: TEICHR Memory Tool
- CO-CMIST 4010: How to Prepare for Everything - CMIST Resource Disruptions

Part 3: Communication

Dive into the importance of inclusive and accessible emergency communication resources that will reach the whole community.

- CO-CMIST 4006: Bridging Language Barriers During Disasters
- CO-CMIST 4007: Portable Hearing Loop Training
- CO-CMIST 4009: CMIST Resource Assistance Team: Emergency Response Interpreter
- CO-CMIST 4015: CMIST Resource Assistance Team: Media Communications Live Stream Coordination

Part 4: Operationalizing

Recommendations and guidance on how to integrate the CMIST resource framework into emergency management planning and operations.

- CO-CMIST 4008: Integrating CMIST Into Capability Assessments
- CO-CMIST 4001: CMIST Resource Assistance Team Overview

Training Format and Accessibility

Trainings are available in-person, virtually, or hybrid (in-person and virtually combined). We strive to ensure inclusive, accessible meetings that enable all individuals to fully engage. To view our inclusive meeting practices see the [Participation Best Practices flyer](#). Accommodation requests and accessibility inquiry opportunities must be requested at least two-weeks prior to each training opportunity.



For inquiries about accessibility, email the Access and Functional Needs Program Team at cdps_dhsem_afn@state.co.us or call (720) 610-1691.

Training Requests

Training requests follow the Colorado DHSEM Integrated Preparedness Program [course coordination process](#). To request an Access and Functional Needs course, please complete the [DHSEM Course Coordination Request form](#). For inquiries about Access and Functional Needs courses, email the Access and Functional Needs Program Team at cdps_dhsem_afn@state.co.us or call (720) 610-1691.

Training Registration Information

Regularly scheduled trainings are available for registration through [COTrain.org](#) or by email at cdps_dhsem_afn@state.co.us. To search for a course, use the COTrain course ID numbers listed below. Please note that registration through [COTrain.org](#) requires an account. For help with COTrain, contact cdps_dhsem_training@state.co.us.

COTrain Course ID Numbers

- G0197: Integrating Access and Functional Needs into Emergency Management
 - ID#**1099705**
- CO-CMIST 4000: Introduction to the Access & Functional Needs Resource Framework in Emergency Management
 - ID#**1113903**
- CO-CMIST 4001: CMIST Resource Assistance Teams: Overview Training
 - ID#**1114203**

- CO- CMIST 4004: CMIST Resource Assistance Team: Community Outreach
 - ID#1100855
- CO-CMIST 4006: Language Inclusion for Emergency Management
 - ID#1114201
- CO-CMIST 4007: Portable Hearing Loop Training
 - ID#1104994
- CO-CMIST 4008: Integrating CMIST Into Capability Assessments
 - ID#1105254
- CO-CMIST 4009: CMIST Resource Assistance Team: Emergency Response Interpreter
 - ID# 1114210
- CO-CMIST 4010: How To Prepare for Everything - CMIST Resource Disruptions
 - ID#1113904
- CO-CMIST 4011: Getting To Know Your Colorado Access and Functional Needs Program
 - ID#1114248
- CO-CMIST 4012: Identifying Roles and Responsibilities in Integrating Access and Functional Needs into Emergency Management
 - ID#1114722
- CO-CMIST 4014: Chronic Influencers and Disruptions to CMIST Resources: TEICHR Memory Tool
 - ID#1122105
- CO-CMIST 4017: Moving Beyond the Buzzword of “Whole Community Inclusion” In Emergency Management
 - ID#1122106

Upcoming Training Courses

- To view the Access and Functional Needs Program training calendar, visit the [AFN Training Resources website](#)
- To view upcoming Access and Functional Needs Universities, visit the [AFN University website](#).
- To view a map of upcoming trainings by location, visit the [DHSEM Training Dashboard](#).

Contact Information

The Colorado Access and Functional Needs Program team is looking forward to bringing these training sessions to you. Please contact us with requests, questions, and comments at cdps_dhsem_afn@state.co.us or call (720) 610-1691.

