



Brandon D. Howlett (MS Ed.)
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EDUCATION:

University At Albany, State University of New York - Albany, NY.

- Master of Science, Educational Administration & Policy Studies
- Bachelor of Arts, Sociology
- *Minor(s): Educational Studies, Criminal Justice

EXPERIENCE:

**University of Kentucky:
Center for Innovation &
Population Health**

2020 - Current

UK - IPH Center - Senior Policy Analyst - Lexington, KY.

- Provide training and technical assistance to systems implementing the Child & Adolescent Needs and Strengths (CANS) and Transformational Collaborative Management (TCOM).
- Serve as a general content trainer and consultant on other IPH Center projects.
- Serve as a lead international instructor/trainer for TCOM audiences & students.
- Support Quality Improvement and instructional design where necessary.
- Manage workforce development and curriculum development projects as assigned.
- Provide certification support, general assistance, and coaching for www.tcomtraining.com users.
- Support the efforts of team analysts and team leaders.
- Collaborate on and classify data with great attention to detail and efficiency.
- Meet reasonable deadlines associated with local and federal jurisdictional needs.
- Maintain precision and accuracy in high volume workflows.
- Support the National Partnership for Child Safety. The National Partnership for Child Safety (NPCS) is a national quality improvement (QI) collaborative with the mission to improve child safety and prevent child maltreatment-related fatalities by strengthening families and promoting innovations in child protection.

**Northern Rivers Family
Of Services**

(Additional Duties & Title)

2017 - 2020

CANS-NY Technical Assistance Institute Regional Lead - Albany, NY.

- NY Capital region lead for a statewide inter-agency assistance center.
- Coordinated resources and a help desk for all things CANS-NY related.
- Oversaw the CANS-NY Technical Assistance Institute for 17 Counties in NY.
- Supervised and provided guidance for all CANS-NY coaches in the designated region.
- Coached CANS-NY users up to a standardized reliability score for certification for administering the CANS-NY tool.
- Provided support in integrating the CANS-NY into care management and supervisory processes at large.
- Developed the Department of Health (DOH) required trainings for several thousand Health Home Care Managers in the state.
- Collaborated and developed the required teaching materials such as PowerPoints, handouts, activities, and tip sheets.
- Taught curriculum, evaluated efficacy of the curriculum, adjusted curriculum as needed.
- Travelled throughout New York State as well as other regions of the USA to present at major conferences and trainings.
- Implemented Transformational Collaborative Outcomes Management (TCOM) initiatives in collaboration with New York State Department of Health (DOH).

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2007 - 2020

SATRI Research Institute Training Manager for Government Contracts – Albany, NY

- Strategically planned for state and federal regulatory affairs as it pertains to Medicaid and its impact on projects that Sidney Albert Training & Research Institute (SATRI) delivered.
- Coordinated and oversaw the statewide training contracts for New York State (NYS) Office of Mental Health (NYS-OMH) and Office of Children & Family Services (NYS-OCFS).
- Monitored finances, budget, billing, and revenue streams for the training programs.
- Defined problems, collected data, established fact, and drew valid conclusions as they pertained to the contracts.
- Interpreted technical information in written, mathematical, or diagram form while dealing with several abstract and concrete variables.
- Established and executed defined deliverables on or prior to all mandated deadlines.
- Connected & collaborated with NYS “O-Offices” to make operational requests, edits, or adaptations to contracts in conjunction with the Director of Training and other executives.
- Maintained consistent contact with NYS regarding all pertinent aspects of the training programs.
- Managed training, writing, & scheduling operations to comply with contracts.
- Designed and developed required training curriculums for all identified constituent groups within the contracts.
- Designed and developed required teaching materials, including Power Point, handouts, and activities.
- Taught curriculum, evaluated efficacy of the curriculum, adjusted curriculum as needed.
- Set the pace of work for the SATRI training team and taught new trainers how to perform assigned tasks.

**PROFESSIONAL
DEVELOPMENT**

**VARIOUS TRAINING &
RESEARCH INSTITUTES**

2007 - Current

- CITI Program - Responsible Conduct of Research Training 01/2021 - Current
- CITI Program - Human Research: Soc./Bev. Investigators Training 01/2021 - Current
- Human Resources Management Committee Member 06/2012 - 2020
- Northern Rivers Strategic Planning Working Committee Member 03/2012 - 2020
- NYS Coalition for Children’s Mental Health Services Training 12/2007 - 2020
- NYS Mandated Reporter Training 07/2007 - 2020
- Compliance & Confidentiality Training 06/2007 - 2020
- Blood Borne Pathogens Training 06/2007 - 2020
- Hazardous Materials Training 06/2007 - 2020

**TECHNOLOGY
SKILLS**

**VARIOUS
OCCUPATIONAL
ENVIRONMENTS**

1998 - Current

- 24 Years utilizing MS Word, MS PowerPoint, and MS Excel
- 18 Years utilizing Apple MAC OSX Operating System & Pages, Keynote, and Numbers
- 15 Years utilizing MS Outlook Suite.
- 08 Years utilizing Oracle Database 11g Release 11.2.0.1.0 - 64bit Production.