



2012 Performance Report for Grants and Cooperative Agreements for the Bureau of Health Professions

Excel Template Feature

A-TrACC Webinar

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Purpose

- Explain MS Excel upload feature in 2012 Performance Measures
- Answer grantee questions about excel upload and 2012 Performance Measures



EHB/Bureau Performance Measures Handbook System

- Tables and instructions are activity code specific
 - You will only see tables and instructions that apply to your grant
- Excel upload feature
 - You will only access excel upload tables with data fields that apply to your grant



Activity Code: U76, U77

Area Health Education Centers (AHEC)

EXP-1

IND-GEN

CLSET-1

IND-INTPRAC

CE-1

INDGEN-EXP

CE-TTY

DP-1a.1

CE-2

DP-1a.2

PY-1



Excel Template Feature

- How template will work
 - Capture data “off-line” with Excel template, then upload it to EHB when ready to submit data
- Tables with available Excel template
 - Educational Offerings/Continuing Education: CE-1, CE-TTY
 - Individual Level: IND-GEN, IND-INTPRAC, INDGEN-EXP
 - Experiential and/or Clinical Training Sites/Programs: EXP-1



AHEC Excel Template Tables

- EXP-1a
- CE-1
- CE-TTY
- IND-GEN
- IND-INTPRAC
- INDGEN-EXP



Important Data Entry Guidelines

- If you enter invalid codes for section options, the data entered will not be processed.
- If you enter invalid characters (including spaces), the data will not be processed.
- Do not modify the format of template, the data will not be processed.
 - (Ex. Renaming the column names or renaming worksheets)



Data Field Types

1. Data Entry Field
 - Enter data
(Ex. Total # of Trainees at Site)
2. Single Select Field
 - Select one option from list of pre-set choices in dropdown box
(Ex. Discipline/ Specialty)



Data Field Types (cont.)

3. Multi-Select Field

- Select more than one option
- Highlighted in gray on template
- Column labeled with “Multi-Select”
- Multi-Select options with codes are listed in the template
- Must enter comma separated codes corresponding to the multi-select options



Description of Templates

The following features will be described for each AHEC excel template table:

- Table Purpose
- Key Feature
- Data Field Types
- Important Guidelines
- Multi-Select Data Field Example (if applicable)
- Show Excel Template with Sample Data



EXP-1a

Table Purpose:	Captures training sites and disciplines
Key Feature:	Links individual trainee to training site (INDGEN-EXP)
Data Field Types:	Data entry field Single select field Multi-Select field
Important Guideline:	If you do not provide the discipline/ specialty or training site/clinical program for one or more rows, the corresponding row will not be uploaded



EXP-1a (cont.)

- **Step 1:** Refer to Multi-Select Legend Worksheet
- **Step 2:** Select Corresponding Codes
- **Step 3:** Enter Comma Separated List of Codes in Column

Training Setting (Multi-Select)	
Option	Code
FQHC (includes look-alike)	5
Frontier location	10
HPSA and dental HPSA	15
Medically Underserved Communities (MUC)	20
Rural location	30
N/A	100010





EXP-1a (cont.)

- Present template with sample data.



CE-1 & CE-TTY

Table Purpose:	Captures continuing education/course offerings and profession/employment location of trainees that attended offering
Key Feature:	Provides detail of CE offering
Data Field Types:	Data entry field Single select field Multi-Select field
Important Guideline:	If you do not provide the educational offering title for one or more rows, the corresponding will not be uploaded



CE-1 & CE-TTY (cont.)

- **Step 1:** Refer to Multi-Select Legend Worksheet
- **Step 2:** Select Corresponding Codes
- **Step 3:** Enter Comma Separated List of Codes in Column

Partners/ Leveraging (Multi-select)	
Option	Code
Academic department	5
Business/industry	15
Consortia partner	20
Foundations	25
No partners	30

**Partners/
Leveraging
(Multi-select)**

5,25



CE-1 & CE-TTY (cont.)

- Present template with sample data.



IND-GEN & IND-INTPRAC

Table Purpose:	Captures trainee's general characteristics and where they intend to practice
Key Feature:	Linked by trainee unique ID
Data Field Types:	Data entry field Single select field Multi-Select field
Important Guideline:	Ensure that "Trainee Unique ID" is unique across all rows in IND templates. System will not process duplicate rows.



IND-GEN & IND-INTPRAC (cont.)

- **Step 1:** Refer to Multi-Select Legend Worksheet
- **Step 2:** Select Corresponding Codes
- **Step 3:** Enter Comma Separated List of Codes in Column

Type of BHPPr	
Option	Code
Fellowships	5
Scholarships	15
Stipend	20
N/A	100010

**Type of BHPPr
Support Financial
Award (Multi-
Select)**

5,20



IND-GEN & IND-INTPRAC (cont.)

- Present template with sample data.



INDGEN-EXP

Table Purpose:	Captures trainee's general characteristics to their training site
Key Feature:	Linked by trainee unique ID and to EXP-1a site info
Data Field Types:	Data entry field Single select field
Important Guideline:	Ensure that "Trainee Unique ID" is unique across all rows in IND templates. System will not process duplicate rows.



INDGEN-EXP (cont.)

- Present template with sample data.



Important Data Entry Guidelines-Revisited

- If you enter invalid codes for section options, the data entered will not be processed.
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- Do not modify the format of template, the data will not be processed.
 - (Ex. Renaming the column names or renaming worksheets)



Questions?



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HRSA Grantee Technical Assistance
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