Questions for September 10, 2012, Webinar

General Comments/Questions

1. Can you verify that CE participants are not included in LR2, or the DV tables?
2. CLSET-1 has been changed in the current on-line HRSA manual from the one retrieved from the system August 7th. I also just noticed that the DV-3 table has changed as well. We are no longer able to choose Suburban and Frontier. This impacts our own on-line system as we had just switched it to include these two new categories (Suburban and Frontier). Would you please point out these and any other table changes on the September 10th call?
3. For the excel spreadsheets, will it accept Y, N or U? Or do we need to spell out Yes, No or Unknown?
4. Progress Reports – Please confirm the progress reporting requirement for AHECs. Since all AHECs just submitted grant proposals, do we have to attach another progress report now?

Health Profession and Discipline Setup (p. 9 of 280)

5. Please explain the list of 29 AHEC priority disciplines and the process for selecting those in the Bureau of Health Professions Performance Management Handbook (BPMH). Disciplines that people seem to be having a hard time deciding where they might fit include Epidemiologists, Medical Interpreters, Radiology Students, Speech Therapy, Physical Therapy Assistants, and Medical Office Assistants.
6. Have the issues with selecting the PA option in the BPMH been addressed? If not, what do we do?

Financial Support and Faculty Development Support Setup (p. 20 of 280)

7. Can we assume that "non-faculty trainees" does NOT refer to clinical rotation students? We use some of our AHEC dollars to support students, so just want to make sure, if that is the case, we don't need to fill out this table. It may be good to get a definition from HRSA on what non-faculty trainees are.

LR-1 & LR-2, DV-1A, DV-1b., DV-2, DV-3

8. Do AHECs complete the "enrollee" rows/columns? If yes, can you give us an example of an enrollee? Is an enrollee someone who "has not finished the program during a given reporting period" (per the glossary on page 249 of 280)?
9. In previous years, we populated the Program Completers columns with medical/allied health students who completed clinical rotations of varying lengths. However, on page 15 of the guide, it is stated under the *Enrollees* column: "Advanced Degree & Health Professions Programs (after Bachelors education and beyond)." That could also be interpreted as medical/allied students, perhaps? I'd appreciate clarification. (Response provided to this person by Michelle on 08/6/12)
10. Do residents who complete, for example, 4-week rotations go under "fellowships and residencies" or program completers?
11. Do CE participants go on Tables LR-2, DV-1, DV-2, or DV-3?

For LR1 (p. 14 of 280)

12. On earlier webinars, HRSA said most of AHEC's data will go into Program Completers <120 and 120+ hours and clarified that this is for both health careers and clinical training. This contradicts the instructions on the table on page 14, where the "Enrolles" heading has "Pre-Professional K-undergraduate" listed under it. Just want to confirm!

DV1a&b (p. 25 & 27 of 280)

13. If Hispanic Data are not collected by Race then do we categorize as WHITE or UNKNOWN?

DV-2 (p. 29 or 280)

14. Please explain who should be included in row 1 "Trainees with Disadvantaged Background."
15. Please define "trainee with disadvantaged background" AND "underrepresented minority." Is "trainees with disadvantaged background" for white disadvantaged only or ANY individual that meets the "disadvantaged" criteria as defined in the glossary?

DV-3 (p. 31 or 280)

16. How do you recommend that we go about determining rural, urban, suburban and frontier? Can we use MSA maps and consider anything not classified as metropolitan or micropolitan to be rural? Also, the frontier definition in the glossary is very different from what we have used in the past. It is more access to care based and in the past we have always used the # of residents per square mile as a gage. Any suggestion?

PY1 (p. 37 of 280)

17. Is this data for HCPP 40 hour or more programs or all previous HCPP students?
18. Total number of completers who received a degree or diploma: does this column refer to a High School Diploma or are we talking about a health professions degree or both? And if we have to select a discipline, are we selecting a discipline for the health professions program they are enrolled in? What if a high school student is enrolled in college, but has not yet entered a health professions program? Do they not get counted on this table?

EXP-1a (p. 63 of 280)

19. Should we be including ALL clinical sites we use on this table? OR should we only include those sites used for the students listed in the IND_GEN table. Keeping in mind, we are only required to report on 4th quarter students this year.
20. How are training settings entered? Can they be uploaded?
21. Can you give us an example as to what you are looking for in description? Would "clinical training" be enough?

22. When choosing these vulnerable population selections, are you looking for a certain percentage of the patient population?
23. Partnering/leveraging: since this is a table of clinical training SITES, are you asking what organizations (up to three) that this particular SITE partners with or are you asking about the types of organizations that AHEC partners with (if the latter, then all entries would be the same for this table). <u>We are not aware of all of the partners of our individual training sites.</u>
24. Partnering/leveraging: How are these partners entered? Can they be uploaded?
25. How does a facility partner with someone on a rotation?
26. When choosing "Disciplines that participated in health professions training" for a facility, should we be answering (1) in general for that facility, or (2) count the disciplines of the students AND the health professionals who participated in the health professions training, or (3) should we be answering just for the students we place there?
27. Should we list a site multiple times for each student discipline trained there?

<u>EXP-1b (p. 71 of 280)</u>

28. Do AHECs complete this table?

<u>INDGEN, IND-INTPRACT, and INDGEN-EXP (pages 74, 83 & 87 of 280)</u>

29. For ALL tables for reporting individual data on 4th quarter medical students, do we report on the student even if we only have the information for a couple of the fields on the tables?

<u>INDGEN (p. 74 of 280)</u>

30. We have recorded data on some of the New Mexico Medical Students for 3 quarters not 4, and for other students for instance, pharmaceutical, Physical Therapist, and Physician Assistant for all 4 quarters. Do I go ahead and enter all of the above student data as is into the template or do I not enter the students with only 3 quarters and only submit the students who have 4 quarters?
31. Trainee unique ID: <u>must</u> it be alpha-numeric, or is just numeric OK? Can we have 1 or two letters and the numbers to follow? For example, PA00100 or P000100 or just 0000100.
32. Education Level/ Highest degree earned: Would this be the current degree program a student is in OR does it have to be the highest education level already achieved?
33. The list of Disciplines in the manual for IND-GEN column 19 is different from the 29.
34. Completer Applied the Training or Certification or Credentialing? Since our trainees are students completing clinical community-based rotations, do we put yes here since all of our students will eventually apply this training on their certification/board exams?
35. Did the trainee receive a degree or diploma: are we talking about a High School Diploma here if the HCPP student is part of the K-12 group?

IND-INTPRACT (p. 95 of 280)

36. What do we do if we have not been able to get an answer to one of these questions for a student? Our only choices are “Yes” or “No” or “N/A.” There is no Unknown.
37. “If completed a program, intent to practice.” The HRSA instructions indicate this section is not applicable to AHEC. Will we be asked to provide this information?

CLSET (p. 92 of 280)

38. Does this table capture the number of trainees by discipline and clinical setting?
39. If yes to the above question, in the MUC column, do we count, for example, dental students who were training in a primary care HPSA or only dental students who trained in a dental HPSA?
40. Will Column A be a drop-down list of disciplines?
41. Do we list the name of training sites on this table?
42. Can trainees be counted in more than one setting?

CE-1 (p. 95 of 280)

43. Educational Offering Title, should we enter the general topic or do you want the actual title that most of the time doesn’t tell you what it is about?
44. Is the secondary topic a required field in the system? If so, what do we do if we have a CE event that only has one topic? Should we just select the same topic twice?
45. The instructions for the “Trainees by Discipline Specialty” column say, "Select discipline/ specialty/trainee profession types of those trained and provide number of trainees per employment location for the selected discipline/specialty/trainee profession type. This information is to be completed CE-TTY table." So what goes in this column???
46. Do we count students who happen to attend CE events on the CE tables?
47. Can we include anonymous/unspecified CE participants in this table? For example, we may not always be able to collect demographic or discipline/employment information from attendees at some conferences. And, if we can include anonymous participants in this table, how should we address the “Trainees by Discipline Specialty” column. One idea would be to choose “Other” and write in “Unspecified,” but this can potentially be a problem, since there are several Other Categories for each Health Profession (Dentist, Medicine, Nursing and so on). In addition, if anonymous participants were allowed to be included in the CE table, will the system allow these participants to NOT be included on the following 2 tables: CE-TTY and CE-2?
48. In prior years we had to add a column with competency codes to our Continuing Education programs and list who the other/non-assigned attendees were who did not fit into a health professions category. I do not see either of these items in the HRSA instruction booklet I received. Should I assume that all I should be concerned with is what is required in each report table?

CE-TTY (p. 104 of 280)

49. This table includes Trainee Profession Type (select one), Trainee Employment Location (select all that apply) and # of Trainees. The manual says "enter the number of trainees in each employment location per trainee profession."

    Is this example representative of what CE-TTY should look like?

Educational Offering Title		
A Clinical Update in Hypertension		
Trainee Profession Type	**Trainee Employment Location**	**# of Trainees**
Nurse Midwife	Other: Private Practice	1
Nurse Practitioner	Academia	2
Nurse Practitioner	FQHC	1
Nurse Practitioner	Hospitals	1
Nurse Practitioner	Other: Private Practice	1
Nurse Practitioner	Unknown	1
Public Health (General Studies)	Unknown	1
Back Injuries and Kyphoplasty		
Trainee Profession Type	**Trainee Employment Location**	**# of Trainees**
Nurse Practitioner	FQHC	1
Nurse Practitioner	Hospitals	2
Nurse Practitioner	Nursing Home	1
Nurse Practitioner	Other State Government	1
Nurse Practitioner	Other: Private Practice	5
Nurse Practitioner	Other: Retired	1
Nurse Practitioner	Unknown	1

DP-1a.1 (p. 109 of 280)

50. For HCPP students, do we include only intensive program students (40 hrs or more) or ALL students?

51. How is data entered for the "Program Content" column? Title says to select all that apply. Guidance says to give a description that can include but not be limited to the set of key words. (Table says Brief Description too).

52. How do you want a program defined? Any parameters? All programs 1, 2, 5,10 hours or just 40 hours or more? (Programs are defined for AHECs on p. 114).

53. If a program has multiple educational levels, 8th and 9th graders, do you do two activities and put the 8th graders in one the 9th graders in another? (Education level allows you to "select all the apply" for particular program)

DP 1a.2 (p. 117 of 280)

54. Cultural Competency Training: Is such training limited to a standardized curriculum?

Questions about Terms

55. We have had some confusion over the term of medically underserved. On HRSA's website, you can look up an employer site for example and see that the address is designated HPSA in every area (mental health, medical, dental) but is still no considered a Medically Underserved Community. In fact, a great percentage of workplaces for continuing ed fall into this situation. Any ideas?
56. Vulnerable populations – does the list mean that if you treat those kinds of patients you serve vulnerable populations? Most practices include older adults, so most practices take care of vulnerable populations?