U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Performance Report for Grants and Cooperative Agreements

ACADEMIC YEAR 2014-2015

Instruction Manual for Grantees of the Behavioral Health Workforce Education and Training for Professionals and Paraprofessionals

Annual Performance Report

Welcome

Welcome to the Bureau of Health Workforce's Performance Measures Handbook (BPMH)! This instruction manual has been carefully designed to assist your organization in completing the required Performance Report for Grants and Cooperative Agreements (PRGCA). Please read through this manual carefully, as it contains examples and a series of step-by-step instructions that will aid you in completing all required forms.

Please note the following:

1. All required performance measures are linked to the following legislative purpose(s) of the **BHWET** grant program:

   a. **Professionals**
      1. **Provide stipend support to master's or doctoral-level students.**
      2. **Develop and implement interprofessional training and integration with primary care.**
      3. **Develop and implement field placements and internships focused on serving at-risk children, adolescents, and transitional-age youth in an integrated primary care setting.**
   b. **Paraprofessionals**
      1. **Support students through provision of tuition, fees, and supplies to complete a certificate program in a behavioral health-related paraprofessional field.**
      2. **Expand an existing paraprofessional certificate program(s) to include more behavioral health related content and curricula, and hands-on learning in the form of field placements.**
      3. **Develop and implement field placements focused on serving at-risk children, adolescents, and transitional-age youth.**

2. Data submitted by grantees of the program must cover all activities that took place between **July 01, 2014 - June 30, 2015** (referred to as **Annual Performance Report**)

3. **The PRGCA is due no later than July 31, 2015.** Failure to submit a PRGCA by this date may place your grant in a noncompliant status.

4. Officials at the Health Resources and Services Administration (HRSA) will review and approve all PRGCA submitted by grantees. In the case that revisions are needed, you will be granted the ability to reenter the BPMH system, make corrections, and submit a revised PRGCA. All revisions must be resubmitted within five (5) business days of the initial request. Failure to resubmit a revised PRGCA within five (5) business days may place your grant in a noncompliant status.

We appreciate your feedback and assistance during this process. All requests for technical assistance will be coordinated through the Call Center and responded to promptly. If you have any questions or require further assistance in completing your PRGCA, please visit the grants homepage or contact the HRSA Contact Center via:

- Phone at 877-Go4-HRSA / 877-464-4722 or
- Click this link to send us your inquiry: click here.

National Center for Health Workforce Analysis

Performance Metrics and Evaluation Branch

Getting Started

The Office of Management and Budget (OMB) has issued a 3-year approval for the semiannual collection of performance measures across all grants and cooperative agreements funded through the Health Resources and Services Administration's Bureau of Health Workforces (BHW) (OMB # **0915-0061**; Expiration Date: **05/31/2016**). The BPMH system has been significantly enhanced to incorporate all approved subforms, as well as increase system performance and functionality. Throughout the manual, there are several icons that identify tips and other important information which will assist you in completing each subform accurately (see below).

Marks a warning statement. Please read information in **bold** carefully in order to complete each subform accurately.

Marks a tip or important note for completing a specific Block or subform in the BPMH system.

Marks the end of a subform and provides instructions for initiating required validations checks.

Due to the nature of semiannual reporting, the BPMH system has been recently enhanced so as to prepopulate specific Blocks within certain subforms with data submitted in a previous reporting period. In addition, a "View Prior Period Data" link has been added at the top of each subform in order to provide you with easy access to data submitted by your organization in prior reporting periods.

Figure 1. Screenshot of View Prior Period Data Link

Getting Started - How Performance Measure Data Fields Are Identified in the Forms

No.	Type of Training Program	Trainees by Training Category		Attrition	
		Enter # of Enrollees	Enter # of Graduates	Enter # of Individuals who left the Program before Completion	Enter # of URM who left the Program before Completion
	(1)	(2) Block 1	(5) Block 4	(7) Block 6	(8) Block 6a
1	Degree/Diploma | MD/MPH | Health Policy & Management	20	5	1	0

Column Number

Block Number

Figure 2. Example of Performance Measures Data Table

There are two (2) types of data entry field identifiers. Each data entry field in a performance measure is identified with both types of numbers when the measure appears like the example in the above Figure.

Column Number: The first is a Column number. It is contained in parentheses above the Block number. Column numbers are unique to the field in a particular form and are used to identify error messages. If you receive an error message, it will refer to a Column Number. In that circumstance, find the Column number in the form to locate the error. Data fields that are prepopulated may only be identified with a Column number as shown in Column #1 in the above Figure.

Block Numbers: The second type of identifier is a Block number. Block numbers are also unique to a data entry field and correspond to the paper version of the performance measures. If you print the performance measures or received paper copies, the data fields are identified with a Block number. The Block numbers here in the EHB are the same as what appears in the paper copies of the performance measures. Nearly all fields where you enter data will be identified with a Block number.

Getting Started: Browser Settings

Warning: Check your browser settings before beginning your PRGCA. Incompatible browsers or incorrect settings will cause forms to display incorrectly.

- HRSA's Electronic Handbook system (EHB) is compatible only with certain Internet browsers that have specific settings. Please check your settings by logging into EHB and clicking the 'Recommended Settings' tab that appears in the yellow banner at the top left of your home screen. The system will check your browser and its settings for compatibility.
- There are multiple checks that are performed, and you must receive green check marks next to each setting in order to proceed. The following link will direct you to a page that displays the list of the checks performed: **Recommended Settings**.
- Opening this link in your browser will automatically perform the recommended settings checks. Alternatively, you can access the recommended settings page in the EHBs system by clicking the 'Recommended Settings' tab on your EHBs home screen. It is highly recommended to check your settings prior to entering data in the BPMH system.
- Using different browsers or settings than what is described above may produce unpredictable results. If you find that you are unable to see dropdown menus, cannot enter data into a field, or a form is not appearing, you most likely have a browser compatibility problem.
- Please check these settings prior to calling the HRSA Call Center or your Government Project Officer. You may be asked to provide a screenshot showing the results of the 'Recommended Settings' tab.

Getting Started: Helpful Resources and Recommendations

The following is a list of resources and tips you may find helpful in the event you need assistance:

1. Begin PRGCA data entry early and submit your report prior to the deadline.
2. **Browser Settings**: Check your Internet browser and its settings by using 'Recommended Settings' tab on the EHB home screen within the yellow banner in the top left corner of the screen. Look for green check marks for all system requirements in order to meet system requirements and proceed.
3. **Reporting on Your Grant:** Several resources are available through HRSA's "Reporting on Your Grant" link http://bhw.hrsa.gov/grants/reporting/index.html including general EHB guidance as well as links to the performance measures and program manual.
4. **Resource Links**: Several resources are available via the 'Resource' tab on the EHB home screen including the following links:
   - View Prior Period Data- Previously submitted PRGCA data are available in read-only mode
   - Glossary- Current definitions of key terms
   - Instruction Manual- Electronic copy of this program manual (can also be found on the HRSA.gov website)
5. **Video Recordings:**
   - View recorded videos of how to enter data in the BPMH system: https://help.hrsa.gov/display/public/EHBSKBFG/BPMH+Videos
   - View the recorded TA webinar provided for your grant program. Please access the recording by using the link provided by your Government Project Officer.
6. **Grant Personnel:** Review your grant personnel listed in EHB and update this list as necessary. Ensure that listed personnel have appropriate authorizations (i.e., PRGCA submission, etc.). Make sure you have a backup person in place to submit your report!
7. **Sequence of Forms:** Complete PRGCA forms in the order they appear (i.e., complete EXP-1 prior to EXP-2; EXP-2, prior to EXP-3)
8. **Saving and Validating:** You must click 'Save and Validate' in order to move to the next form. Save your work frequently (every 15-20 minutes) and print a hard copy of your report prior to submission.
9. **HRSA Call Center:** If you need additional assistance, contact the HRSA Call Center using the contact information below. If you have contacted the Call Center and are waiting for a reply, you should follow-up with them 48 hours after the initial contact. Have your ticket number ready (the same ticket number will be used at all tier levels now). Do not wait for the Call Center to return a phone call or email.
   - Phone at 877-Go4-HRSA/877-464-4772; or
   - Click this link to send us your inquiry: click here.
10. **Government Project Officers**: Contact your Government Project Officer if you need further assistance.

Order of Required Forms

The following table shows the order that subforms will appear throughout the BPMH system for your specific grant program. Please note that clicking on the "Save and Validate" button at the end of each subform will cause the system to check all Blocks for errors and route you to the next required subform on the list. If you need to go back to any subform for any reason, simply click on the Form ID on the left sidebar of the Electronic Handbook (EHB). Please note that changing data that has already been saved will require you to click on the "Save and Validate" button and go through the validation process once more.

Order	Type of Form	Parent Form	Form ID	Applicable Grant Purpose(s)
1	Setup Form	Setup Forms	Grant Purpose	
2	Setup Form	Setup Forms	Training Program	BHWET-1,BHWET-2
3	Performance Data Form	Program Characteristics-PC Subforms	PC-1	BHWET-2
4	Performance Data Form	Program Characteristics-PC Subforms	PC-4	BHWET-1
5	Performance Data Form	Program Characteristics-PC Subforms	PC-7	BHWET-1
6	Performance Data Form	Individual Characteristics-INDGEN Subforms	IND-GEN	BHWET-1,BHWET-2
7	Performance Data Form	Individual Characteristics-INDGEN Subforms	INDGEN-GPC	BHWET-1,BHWET-2
8	Performance Data Form	Individual Characteristics-INDGEN Subforms	INDGEN-PY	BHWET-1,BHWET-2
9	Performance Data Form	Experiential Characteristics-EXP Subforms	EXP-1	BHWET-1,BHWET-2
10	Performance Data Form	Experiential Characteristics-EXP Subforms	EXP-2	BHWET-1,BHWET-2

Order	Type of Form	Parent Form	Form ID	Applicable Grant Purpose(s)
11	Performance Data Form	Experiential Characteristics-EXP Subforms	EXP-3	BHWET-1,BHWET-2
12	Performance Data Form	Course Development and Enhancement-CDE Subforms	CDE-1	BHWET-3
13	Performance Data Form	Course Development and Enhancement-CDE Subforms	CDE-1a	BHWET-3
14	Performance Data Form	Course Development and Enhancement-CDE Subforms	CDE-2	BHWET-3

Grant Purpose - Setup

Selecting Grant Purpose(s)

Grant Purpose	Select
BHWET-1: Professional Track- Add to existing, expand, and/or foster the development of (a) pre-degree internships for psychology doctoral students (PhD/PsyD), or (b) field placement/practicum slots for graduate–level behavioral health students	☐
BHWET-2: Paraprofessional Track- Add to existing, expand, and/or foster the development of paraprofessional certificate programs for students in behavioral health training programs	☐
BHWET-3: Curriculum Development and Enhancement	☐

Figure 3. Selecting Grant Purpose(s)

To configure the BPMH system, please complete the Grant Purpose Setup form by selecting the specific type(s) of activities that were supported with grant funds during the reporting period (**July 01, 2014 - June 30, 2015**).

Warning: Selections made in this form will affect the types of subforms and/or drop-down menu options that will appear throughout the BPMH system.

Warning: Unselecting a grant purpose will cause related forms and data to be deleted. If you need to unselect a grant purpose, contact your project officer first to ensure you do not unnecessarily lose any data.

Note: Grantees must select either Grant Purpose #1 or Grant Purpose #2.

Note: Grantees from both the Professional and Paraprofessional tracks may select Grant Purpose #3.

To Complete the Form: Click on "Save and Validate" on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

Training Program - Setup

Training Program Setup - Selecting Type of Training Program

Purpose: The Training Program Setup form will configure all subsequent subforms specific to internships, practica/field placements and degree/diploma/certificate programs (depending on your grant).

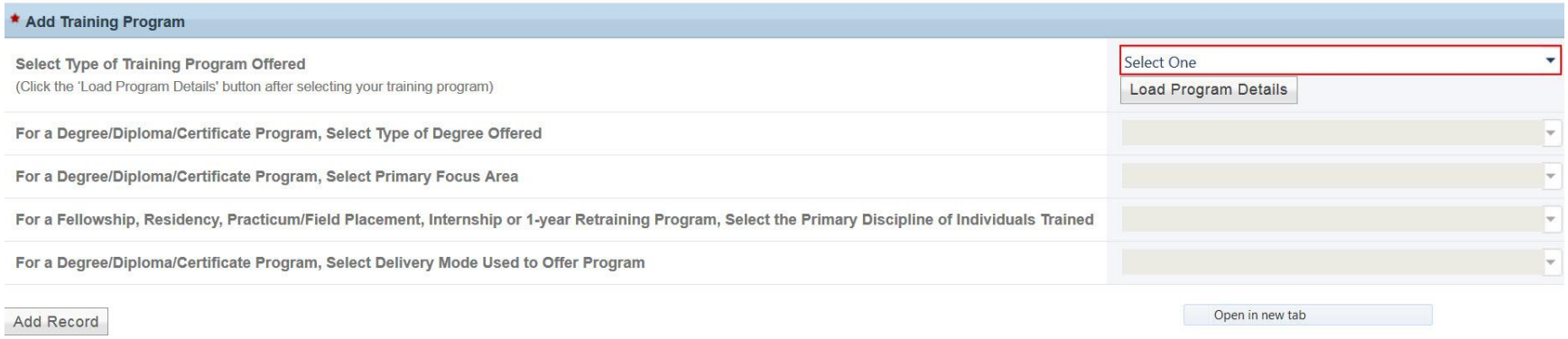


Figure 4. Training Program Setup - Selecting Type of Training Program

Select Type of Training Program Offered: Select the type of training program supported through the grant during the current reporting period by clicking on the drop-down menu and choosing **one** of the following options:

- Degree/Diploma/Certificate Academic Training Program (Degree/Diploma)
- Internship Program
- Practicum/Field Placement program

*Note: **Professional Track** Grantees- Select either "Internship Program" or "Practicum/Field Placement Program"*

*Note: **Paraprofessional Track** Grantees- Select "Degree/Diploma/Certificate Academic Training Program (Degree/Diploma)"*

Training Program Setup - Loading Program Details

Figure 5. Training Program Setup - Loading Program Details

Click on the "Load Program Details" button. This will activate additional drop-down menus specific to the type of training program selected.

Training Program Setup - Adding Degree/Diploma Program

Warning: This page provides instructions for naming Degree/Diploma/Certificate Programs. This form will only display if you have selected BHWET Grant Purpose #2 (Paraprofessional Track).

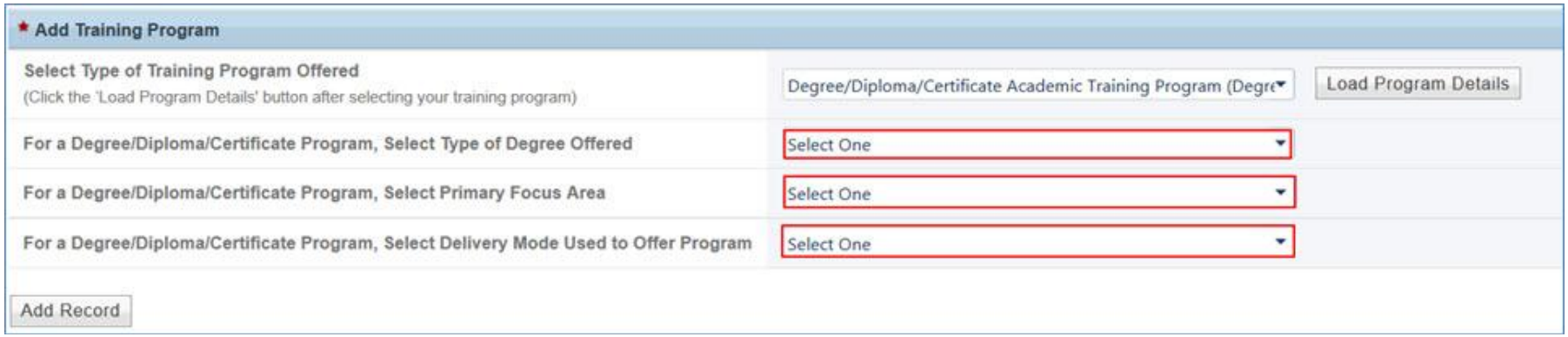


Figure 6. Training Program Setup - Adding Degree/Diploma Program

For a Degree/Diploma/Certificate Program, Select Type of Degree Offered: Indicate whether the training program was a degree, diploma, or certificate program by clicking on the drop-down menu and choosing the following option:

- Certificate

For a Degree/Diploma/Certificate Program, Select Primary Focus Area: Select the certificate program's primary focus area by clicking on the drop-down menu and choosing one of the following options.

- Student - Paraprofessional - Behavioral Health Technician/Aide
- Student - Paraprofessional - Mental Health Worker
- Student - Paraprofessional - Outreach Worker
- Student - Paraprofessional - Social Services Aide
- Student - Paraprofessional - Youth Worker
- Student - Paraprofessional - Community Health Worker/Promotora
- Student - Paraprofessional - Other
- Student - Paraprofessional - Peer Paraprofessional
- Student - Paraprofessional - Substance Use/ Addictions Worker

Select Delivery Mode Used to Offer Program:

Select the primary mode used to deliver your certificate program during the current reporting period by clicking on the drop-down menu under and choosing one of the options from the list below.

1. Click on the "Add Record" button to save your entry.
2. Repeat this process to capture the degree programs of all students who received a BHW-funded financial award during current reporting period.

- Campus-based program
- Distance learning program
- Hybrid program

Warning: The primary focus option "Student- Paraprofessional- Other" should only be selected if none of the provided options appropriately describes your paraprofessional certificate program. Please contact your government project officer to confirm that this is the appropriate option to select.

Training Program Setup - Adding Field Placement/Practicum Program

Warning: This page provides instructions for naming Field Placement/Practicum programs. This form will only display if you have selected BHWET Grant Purpose #1 (Professional Track).

Figure 7. Training Program Setup - Adding Field Placement/Practicum Program

For a Fellowship, Residency, Practicum/Field Placement, Internship or 1-year Retraining Program, Select the Primary Discipline of Individuals Trained:

1. Select the primary profession and discipline of individuals in the practicum/field placement by clicking on the drop-down menu and choosing one of the options listed below.
2. Next, click on the "Add Record" button to save your entry.
3. Repeat this process as necessary to add all NEW training programs supported by the grant during the current reporting period.

- Student - Graduate - Marriage and Family Therapy
- Student - Graduate - Professional Counseling
- Student - Graduate - Psychology
- Student - Graduate - Social Work
- Student - NP - Psychiatric/Mental health

Training Program Setup - Adding Internship Program

Warning: This page provides instructions for naming Internship programs. This form will only display if you have selected BHWET Grant Purpose #1 (Professional Track).

Figure 8. Training Program Setup - Adding Internship Program

For a Fellowship, Residency, Practicum/Field Placement, Internship or 1-year Retraining Program, Select the Primary Discipline of Individuals Trained:

1. Select the primary profession and discipline of individuals in the internship program by clicking on the drop-down menu and choosing one of the options listed below.
2. Next, click on the "Add Record" button to save your entry.
3. Repeat this process to capture the primary profession and discipline of each new internship program supported with grant funds during the current reporting period.

- Student - Graduate - Marriage and Family Therapy
- Student - Graduate - Professional Counseling
- Student - Graduate - Psychology
- Student - Graduate - Social Work
- Student - NP - Psychiatric/Mental health

Warning: For Pre-Doctoral Internship Programs, select the option "Student-Graduate-Psychology"

Training Program Setup - Selecting Training Activity Status

Training Program (1)	Select Training Activity Status in the Current Reporting Period (2)
Degree/Diploma | Certificate | Student - Paraprofessional - Behavioral Health Technician/Aide | Campus-based program	Active

Figure 9. Training Program Setup - Selecting Training Activity Status

Select Training Activity Status in the Current Reporting Period: Select the status of each internship, practicum/field placement, or degree/diploma/certificate program at the end of the current reporting period i.e., **June 30, 2015**) by choosing one of the options below:

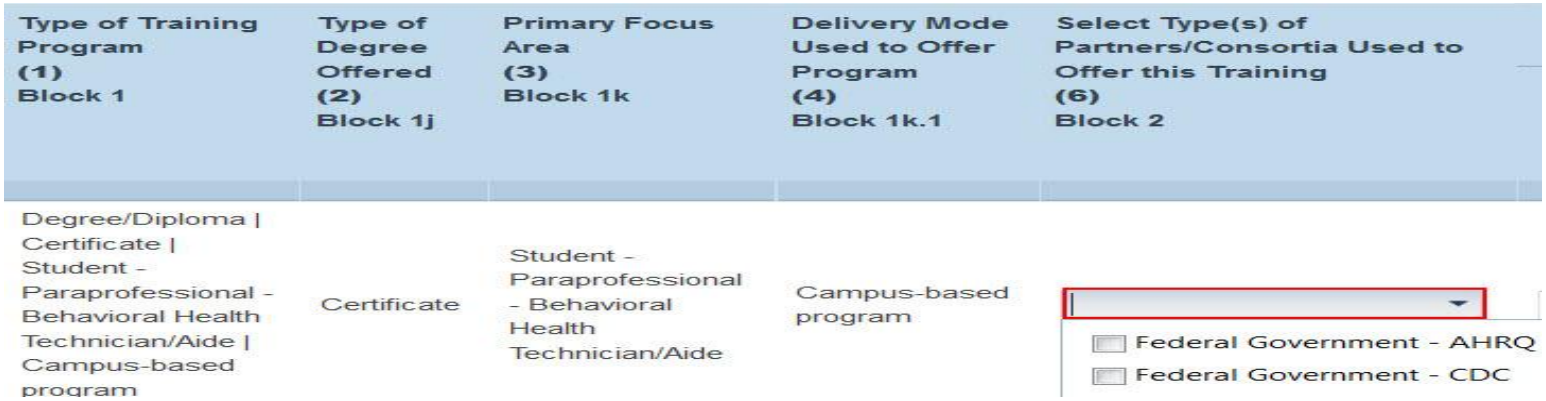
- Active
- Inactive

To Complete the Form: Click on "Save and Validate" on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

PC-1: Program Characteristics – Degree/Diploma/Certificate Training Programs

PC-1 - Selecting Type(s) of Partners/Consortia

Warning: The PC-1 subform is displayed only if you have selected the "BHWET-2" purpose in the Grant Purpose - Setup form (Paraprofessional Track).



Type of Training Program (1) Block 1	Type of Degree Offered (2) Block 1j	Primary Focus Area (3) Block 1k	Delivery Mode Used to Offer Program (4) Block 1k.1	Select Type(s) of Partners/Consortia Used to Offer this Training (6) Block 2
Degree/Diploma | Certificate | Student - Paraprofessional - Behavioral Health Technician/Aide | Campus-based program	Certificate	Student - Paraprofessional - Behavioral Health Technician/Aide	Campus-based program	Federal Government - AHRQ Federal Government - CDC

Figure 10. PC-1 - Selecting Type(s) of Partners/Consortia

Select Type(s) of Partners/Consortia Used to Offer this Training: Select the type(s) of partnerships or consortia used or established for the purpose of offering each certificate program during the current reporting period by clicking on the drop-down menu under Block 2 and choosing all that apply from the following options:

- Academic department - outside the institution
- Community Mental Health Center
- Federal Government - AHRQ
- Federal Government - FDA
- Federal Government - Other HHS Agency/Office
- Federal Government -Other
- Health department - State
- Health policy center
- Nonprofit organization (faith - based)
- Academic department - within the institution
- Educational institution (Grades K - 12)
- Federal Government - CDC
- Federal Government - IHS
- Federal Government - Other HRSA Program
- FQHC or look-alike
- Health department - Tribal
- Hospital
- Community - based health center (e.g.; free clinic)
- Federal Government - Veterans Affairs
- Federal Government - Department of Defense/Military
- Federal Government - NIH
- Federal Government - SAMHSA
- Health department - Local
- Health disparities research center
- Local Government
- Other

- Private/For - profit organization
- No partners/consortia used
- Nonprofit organization (non - faith based)
- Professional Associations
- State Government

Warning: You may not select "No partners/consortia used" in combination with any other option.

Note: If you select the option "Other" please use the comment field to indicate the type of partnership used (include the certificate program name in your comment).

PC-1 - Entering Enrollment Information

Warning: The PC-1 subform is displayed only if you have selected the "BHWET-2" purpose in the Grant Purpose - Setup form (Paraprofessional Track).

Enter Total # Enrolled (whether funded by BHW or not)			Enter Total # Graduated/Completed (whether funded by BHW or not)		Enter Total # Who left the Program Before Completion (whether funded by BHW or not)	
Total (7) Block 3	URM (8) Block 3a	Disadvantaged Background and not URM (9) Block 3b	Total (10) Block 8	URM (11) Block 8a	Total (12) Block 9	URM (13) Block 9a

Figure 11. PC-1 - Entering Enrollment Information

Enter Total # Enrolled (whether funded by BHW or not): Total: For Block 3, enter the total number of students enrolled in each certificate program listed during the current reporting period. Count all students enrolled—regardless of whether they received a BHW-funded financial award or not.

Enter Total # Enrolled (whether funded by BHW or not): URM: For Block 3a, enter the number of students enrolled in each certificate program during the current reporting period who were underrepresented minorities. Block 3a is a subset of Block 3.

Enter Total # Enrolled (whether funded by BHW or not): Disadvantaged Background and not URM: For Block 3b, enter the number of students enrolled in each certificate program during the current reporting period who are from disadvantaged backgrounds and are not underrepresented minorities. Block 3b is a subset of Block 3.

Note: For the total enrollee count (Block 3), DO include students who went on to graduate from the certificate program in the current reporting period but do NOT include students who discontinued prior to graduation (i.e., attrition). Attrition counts will be captured separately in Block 9.

Reference: Refer to the glossary for a definitions of underrepresented minority and disadvantaged background.

PC-1 - Entering Graduate Information

Warning: The PC-1 subform is displayed only if you have selected the "BHWET-2" purpose in the Grant Purpose - Setup form (Paraprofessional Track).

Enter Total # Enrolled (whether funded by BHW or not)			Enter Total # Graduated/Completed (whether funded by BHW or not)		Enter Total # Who left the Program Before Completion (whether funded by BHW or not)	
Total (7) Block 3	URM (8) Block 3a	Disadvantaged Background and not URM (9) Block 3b	Total (10) Block 8	URM (11) Block 8a	Total (12) Block 9	URM (13) Block 9a

Figure 12. PC-1 - Entering Graduate Information

Enter Total # Graduated/Completed (whether funded by BHW or not): Total: For Block 8, enter the total number of students in each certificate program who graduated during the current reporting period. Block 8 is a subset of Block 3.

Enter Total # Graduated/Completed (whether funded by BHW or not): URM: For Block 8a, enter the number students in each certificate program who graduated during the current reporting period and are underrepresented minorities. Block 8a is a subset of Block 8.

PC-1 - Entering Attrition Information

Warning: The PC-1 subform is displayed only if you have selected the "BHWET-2" purpose in the Grant Purpose - Setup form (Paraprofessional Track).

Enter Total # Enrolled (whether funded by BHW or not)			Enter Total # Graduated/Completed (whether funded by BHW or not)		Enter Total # Who left the Program Before Completion (whether funded by BHW or not)	
Total (7) Block 3	URM (8) Block 3a	Disadvantaged Background and not URM (9) Block 3b	Total (10) Block 8	URM (11) Block 8a	Total (12) Block 9	URM (13) Block 9a

Figure 13. PC-1 - Entering Attrition Information

Enter Total # Who left the Program Before Completion (whether funded by BHW or not): Total: For Block 9, enter the total number of students who permanently left each certificate program before completion during the current reporting period.

Enter Total # Who left the Program Before Completion (whether funded by BHW or not): URM: For Block 9a, enter the number of students who permanently left each certificate program before completion during the current reporting period and are underrepresented minorities. Block 9a is a subset of Block 9.

Enter Total # Enrolled (whether funded by BHW or not)			Enter Total # Graduated/Completed (whether funded by BHW or not)		Enter Total # Who left the Program Before Completion (whether funded by BHW or not)	
Total (7) Block 3	URM (8) Block 3a	Disadvantaged Background and not URM (9) Block 3b	Total (10) Block 8	URM (11) Block 8a	Total (12) Block 9	URM (13) Block 9a
25	15	4	8	4	2	0

Figure 14. PC-1 - Entering Attrition Information

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

PC-4: Program Characteristics – Internship Programs

PC-4 - Selecting Type(s) of Partners/Consortia

Warning: The PC-4 subform is displayed only if you have selected the "BHWET-1" purpose in the Grant Purpose - Setup form (Professional Track) and have at least one Active Internship program.

Figure 15. PC-4 - Selecting Type(s) of Partners/Consortia

Select Type(s) of Partners/Consortia Used to Offer this Training: Complete Column 3 (Block 2) by selecting all of the type(s) of partnerships or consortia used or established for the purpose of offering each internship program during the current reporting period. Choose all that apply from the following options:

- Academic department - outside the institution
- Alzheimer's Association/Chapters
- Area Agencies on Aging
- Day and home care programs (i.e. Home Health)
- Federal Government - AHRQ
- Federal Government - FDA
- Federal Government - Other HHS Agency/Office
- Academic department - within the institution
- Alzheimer's Disease Resource Centers
- Community Health Center (CHC)
- Educational institution (Grades K - 12)
- Federal Government - CDC
- Federal Government - IHS
- Federal Government - Other HRSA Program
- Federally-qualified health center or look-
- Acute Care for the Elderly (ACE) Units
- Ambulatory practice sites
- Community Mental Health Center
- Federal Government - Veterans Affairs
- Federal Government - Department of Defense/Military
- Federal Government - NIH
- Federal Government - SAMHSA
- Geriatric ambulatory care and comprehensive units

- Federal Government -Other
- Geriatric Behavioral or Mental Health Units
- Health department - Local
- Health disparities research center
- Hospice
- Long-term care facility
- Nurse managed health clinic
- Physical therapy/Rehabilitation center
- Quality improvement organization
- Tribal Government alikes
- Geriatric consultation services
- Health department - State
- Health insurance/Healthcare Provider Group (e.g.; PPO/HMO)
- Hospital
- Nonprofit organization (faith - based)
- Nursing home
- Private/For - profit organization
- Senior Center
- Tribal Organization
- Health center (e.g.; free clinic)
- Health department - Tribal
- Health policy center
- Local Government
- Nonprofit organization (non - faith based)
- Other
- Professional Associations
- State Governmental Programs
- No partners/consortia used

Warning: You may not select "No partners/consortia used" in combination with any other option.

Note: If you select the option "Other" please use the comment field to indicate the type of partnership used (include the internship program name in your comment).

PC-4 - Entering Enrollment Information

Warning: The PC-4 subform is displayed only if you have selected the "BHWET-1" purpose in the Grant Purpose - Setup form (Professional Track) and have at least one Active Internship program.

Enter Total # Enrolled (whether funded by BHW or not)		
Total (4) Block 3	URM (5) Block 3a	Disadvantaged Background and not URM (6) Block 3b

Figure 16. PC-4 - Entering Enrollment Information

Enter Total # Enrolled (whether funded by BHW or not): Total: In Column 4 (Block 3), enter the total number of students who participated in each internship program during the current reporting period. Count all students who participated in the internship program, regardless of whether or not the student directly received a BHW-funded financial award (i.e., stipend).

Enter Total # Enrolled (whether funded by BHW or not): URM: In Column 5 (Block 3a), enter the number of students who participated in the internship program during the current reporting period and were underrepresented minorities.

Enter Total # Enrolled (whether funded by BHW or not): Disadvantaged Background and not URM: In Column 6 (Block 3b), enter the number of students from disadvantaged backgrounds who participated in the internship program during the current reporting period but were not underrepresented minorities.

Note: Blocks 3a and 3b are subsets of Block 3.

Note: Students who permanently left their internship before completion (i.e. attrition) will be counted separately in Column 9 (Block 9).

Reference: Refer to the glossary for definitions of disadvantaged background and underrepresented minority.

PC-4 - Entering Graduate Information

Warning: The PC-4 subform is displayed only if you have selected the "BHWET-1" purpose in the Grant Purpose - Setup form (Professional Track) and have at least one Active Internship program.

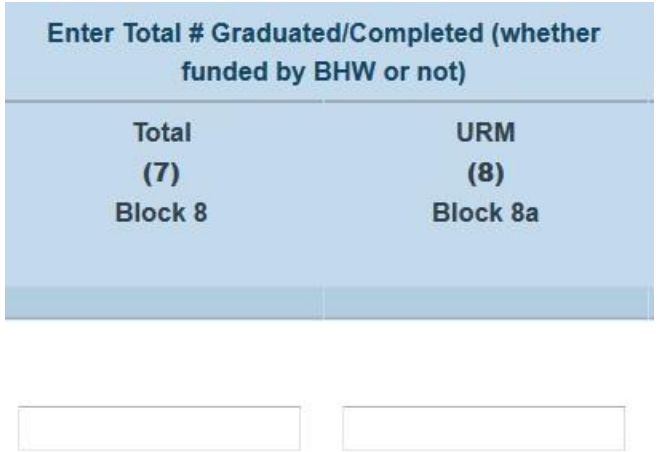


Figure 17. PC-4 - Entering Graduate Information

Enter Total # Graduated/Completed (whether funded by BHW or not): Total: In Column 7 (Block 8), enter the total number of students who completed all internship requirements during the current reporting period. Count all students who completed the internship program, regardless of whether or not the student directly received a BHW-funded financial award (i.e., stipend).

Enter Total # Graduated/Completed (whether funded by BHW or not): URM: In Column 8 (Block 8a), enter the number of students who completed all internship requirements during the current reporting period and were underrepresented minorities.

Note: Block 8 is a subset of Block 3; Block 8a is a subset of Block 8.

Note: Students who permanently left their internship before completion (i.e. attrition) will be counted separately in Column 9 (Block 9).

Reference: Refer to the glossary for definitions of disadvantaged background and underrepresented minority.

PC-4 - Entering Attrition Information

Warning: The PC-4 subform is displayed only if you have selected the "BHWET-1" purpose in the Grant Purpose - Setup form (Professional Track) and have at least one Active Internship program.

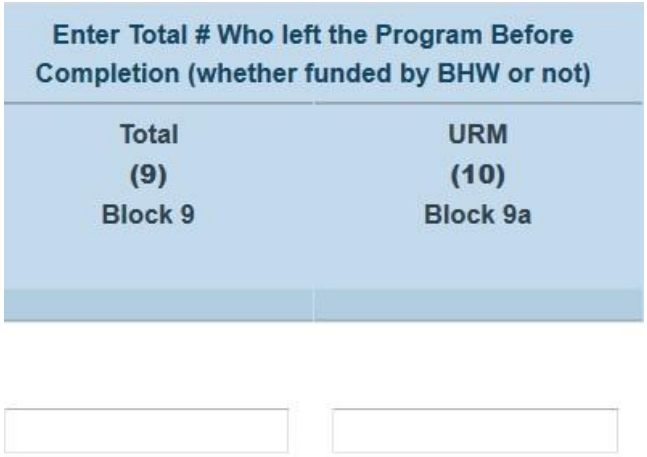


Figure 18. PC-4 - Entering Attrition Information

Enter Total # Who left the Program Before Completion (whether funded by BHW or not): Total: In Column 9 (Block 9), enter the total number of students who permanently left their internships before completion during the current reporting period. Count all students who permanently left their internship regardless of whether or not the student directly received a BHW-funded financial award (i.e., stipend).

Enter Total # Who left the Program Before Completion (whether funded by BHW or not): URM: In Column 10 (Block 9a), enter the number of students who permanently left their internships before completion during the current reporting period and were underrepresented minorities.

Note: Block 9a is a subset of Block 9. The total entered in Block 9 is exclusive of the total number of enrollees (Block 3).

Reference: Refer to the glossary for definitions of disadvantaged background and underrepresented minority.

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

Program Characteristics – Practica and Field Placements

PC-7 - Selecting Type(s) of Partners/Consortia

Warning: The PC-4 subform is displayed only if you have selected the "BHWET-1" purpose in the Grant Purpose - Setup form.

Type of Training Program	Primary Discipline of Individuals Trained	Select Type(s) of Partners/Consortia Used to Offer this Training
(1) Block 1	(2) Block 1l	(3) Block 2
Practicum/ Field Placement | Student - Graduate - Psychology	Student - Graduate - Psychology	

Figure 19. PC-7 - Selecting Type(s) of Partners/Consortia

Select Type(s) of Partners/Consortia Used to Offer this Training: All Records *(New and Prior)*, complete Column 3 (Block 2) by selecting all of the type(s) of partnerships or consortia used or established for the purpose of offering each practicum/field placement program during the current reporting period. Choose **all that apply** from the following options:

- Academic department - outside the institution
- Alzheimer's Association/Chapters
- Area Agencies on Aging
- Day and home care programs (i.e. Home Health)
- Federal Government - AHRQ
- Federal Government - FDA
- Federal Government - Other HHS Agency/Office
- Federal Government -Other
- Geriatric Behavioral or Mental Health Units
- Health department - Local
- Academic department - within the institution
- Alzheimer's Disease Resource Centers
- Community Health Center (CHC)
- Educational institution (Grades K - 12)
- Federal Government - CDC
- Federal Government - IHS
- Federal Government - Other HRSA Program
- Federally-qualified health center or look-alikes
- Geriatric consultation services
- Health department - State
- Health insurance/Healthcare Provider Group
- Acute Care for the Elderly (ACE) Units
- Ambulatory practice sites
- Community Mental Health Center
- Federal Government - Veterans Affairs
- Federal Government - Department of Defense/Military
- Federal Government - NIH
- Federal Government - SAMHSA
- Geriatric ambulatory care and comprehensive units
- Health center (e.g.; free clinic)
- Health department - Tribal
- Health policy center
- Local Government

- Health disparities research center
- Hospice
- Long-term care facility
- Nurse managed health clinic
- Physical therapy/Rehabilitation center
- Quality improvement organization
- Tribal Government
(e.g.; PPO/HMO)
- Hospital
- Nonprofit organization (faith - based)
- Nursing home
- Private/For - profit organization
- Senior Center
- Tribal Organization
- Nonprofit organization (non - faith based)
- Other
- Professional Associations
- State Governmental Programs
- No partners/consortia used

Warning: You may not select "No partners/consortia used" in combination with any other option.

PC-7 - Entering Enrollment Information

Enter Total # Enrolled (whether funded by BHW or not)		
Total (4) Block 3	URM (5) Block 3a	Disadvantaged Background and not URM (6) Block 3b

Figure 20. PC-7 - Entering Enrollment Information

Enter Total # Enrolled (whether funded by BHW or not): Total: In Column 4 (Block 3), enter the total number of students who participated in each practicum/field placement program during the current reporting period. Count all students who participated in the practicum/field placement program, regardless of whether or not the student directly received a BHW-funded financial award (i.e., stipend).

Enter Total # Enrolled (whether funded by BHW or not): URM: In Column 5 (Block 3a), enter the number of students who participated in the practicum/field placement program during the current reporting period and were underrepresented minorities.

Enter Total # Enrolled (whether funded by BHW or not): Disadvantaged Background and not URM: In Column 6 (Block 3b), enter the number of students from disadvantaged backgrounds who participated in the practicum/field placement program during the current reporting period but were not underrepresented minorities.

Note: Blocks 3a and 3b are subsets of Block 3.

Note: Students who permanently left their practicum/field placement before completion (i.e. attrition) will be counted separately in Column 9

(Block 9).

Reference: Refer to the glossary for definitions of disadvantaged background and underrepresented minority.

Example: The John Doe School of Social work had 18 graduate-level social work students participate in practicum/field placement programs during the current reporting period. Among the 18 graduate-level social work students who participated, 9 students were underrepresented minorities. In addition, 3 students were from disadvantaged backgrounds, but were not under-represented minorities.

- *In Column 4 (Block 3), the reporting official would enter 18.*
- *In Column 5 (Block 3a), the reporting official would enter 9.*
- *In Column 6 (Block 3b), the reporting official would enter 3.*

PC-7 - Entering Graduate Information

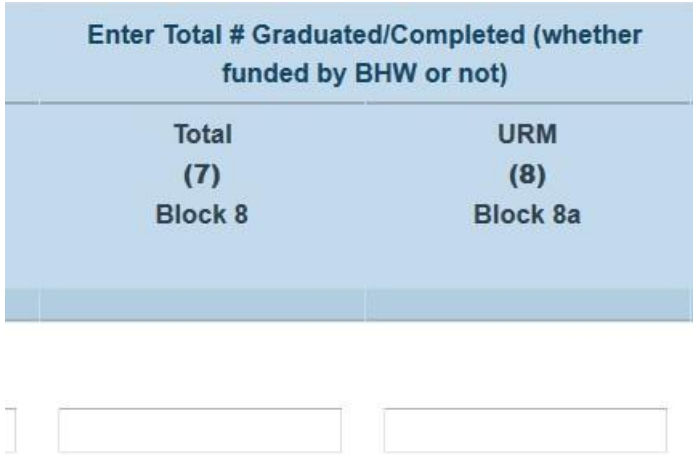


Figure 21. PC-7 - Entering Graduate Information

Enter Total # Graduated/Completed (whether funded by BHW or not): Total: In Column 7 (Block 8), enter the total number of students who completed all practicum/field placement requirements during the current reporting period. Count all students who completed the practicum/field placement program, regardless of whether or not the student directly received a BHW-funded financial award (i.e., stipend).

Enter Total # Graduated/Completed (whether funded by BHW or not): URM: In Column 8 (Block 8a), enter the number of students who completed all practicum/field placement requirements during the current reporting period and were underrepresented minorities.

Note: Block 8 is a subset of Block 3; Block 8a is a subset of Block 8.

Note: Students who permanently left their practicum/field placement before completion (i.e. attrition) will be counted separately in Column 9 (Block 9).

Reference: Refer to the glossary for definitions of disadvantaged background and underrepresented minority.

Example: The John Doe School of Social Work had 18 graduate-level social work students participate in practicum/field placement programs during the current reporting period. Among the graduate-level social work students who participated in practicum/field placements, 3 completed all practicum/field placement requirements. Of those who completed practicum/field placements, none were underrepresented minorities.

- *In Column 7 (Block 8), the reporting official would enter 3.*
- *In Column 8 (Block 8a), the reporting official would enter 0.*

PC-7 - Entering Attrition Information

Figure 22. PC-7 - Entering Attrition Information

Enter Total # Who left the Program Before Completion (whether funded by BHW or not): Total: In Column 9 (Block 9), enter the total number of students who permanently left their practicum/field placement programs before completion during the current reporting period. Count all students who permanently left their practicum/field placement regardless of whether or not the student directly received a BHW-funded financial award (i.e., stipend).

Enter Total # Who left the Program Before Completion (whether funded by BHW or not): URM: In Column 10 (Block 9a), enter the number of students who permanently left their practicum/field placement programs before completion during the current reporting period and were underrepresented minorities.

Note: Block 9a is a subset of Block 9. The total entered in Block 9 is exclusive of the total number of enrollees (Block 3).

Reference: Refer to the glossary for definitions of disadvantaged background and underrepresented minority.

Example: The John Doe School of Social Work had 18 graduate-level social work students participate in practicum/field placements during the current reporting period. Among the graduate-level social work students who participated in practicum/field placements, 2 left the practicum/field placement program before completion. Neither student was an underrepresented minority.

- *In Column 9 (Block 9), the reporting official would enter 2.*
- *In Column 10 (Block 9a), the reporting official would enter 0.*

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

Individual Characteristics—INDGEN Subforms

INDGEN - Introduction

Notice to Grantees about Individual-level Data:

1. You must complete an IND-GEN subform for each individual who received a BHW-funded financial award (i.e., stipend or tuition/fees/supplies) during the current reporting period.
2. The IND-GEN subform will automatically calculate and display read-only columns labeled “Academic Year Total” and "Cumulative BHW Financial Award Total" when you select Save and Validate.

- The Academic Year Total will sum the amounts entered for both reporting period across a given academic year.
- The Cumulative BHW Financial Award Total will sum all amounts entered for this individual in the BMPH system.

3. For subsequent reporting periods, the BPMH system will prepopulate certain blocks in the INDGEN subform with data submitted in previous reporting periods for each record.
4. INDGEN records marked as program completers/graduates will automatically be transferred to the INDGEN-GPC form in the semiannual reporting period following program completion. No action is necessary for these records.
5. INDGEN records marked as program completers/graduates will automatically be transferred to the INDGEN-PY form one year after program completion. Grantees will be asked to report on these individuals' employment/enrollment statuses.

Reporting Period when Individual Completed/Graduated from the Training Program	Reporting Period When Record will be Transferred to INDGEN-GPC *(No action needed)*	Reporting Period When Record will be Transferred to INDGEN-PY *(For updating 1-year employment status)*
Academic Year A, Reporting Period #1	Academic Year A, Reporting Period #2	Academic Year B, Reporting Period #1
Academic Year A, Reporting Period #2	Academic Year B, Reporting Period #1	Academic Year B, Reporting Period #2

Figure 23. Example of records transferred between IND-GEN

IND-GEN: Individual Characteristics

IND-GEN - Setup

To begin providing individual-level data for students who received a BHW-funded financial award during the current reporting period or to provide updates for students previously reported on IND-GEN, click "**Yes**" to the initial setup question. Clicking "**Yes**" will activate the embedded Excel® form that will allow you to begin data entry.

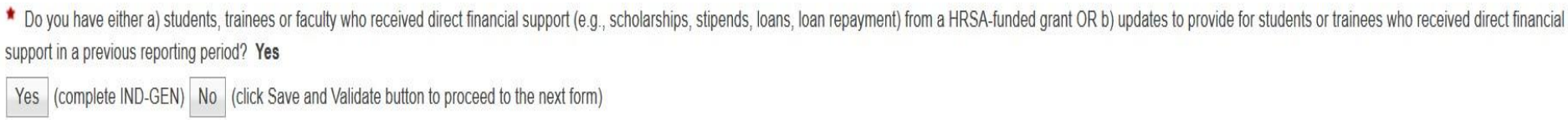


Figure 24. IND-GEN - Setup

Warning: If you are unable to enter data into the INDGEN form, edit prior records, or see drop-down menus despite the question above being answered 'Yes', you likely have a browser compatibility problem. Please refer to the Getting Started-Browser Settings page at the beginning of this manual.

IND-GEN - Selecting Type of Training Program

Record Status	Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex
	(1)	(2) Block 1	(3) Block 2	(4) Block 3	(5) Block 4
	Select one				

Figure 25. IND-GEN - Selecting Type of Training Program

Type of Training Program: Select each individual's training program by clicking on the drop-down menu under the Column 1 and choosing one of the available options. The options available in this menu will prepopulate with active programs entered and saved in the Training Program Setup Form.

Warning: The training program option "OTHER" does not apply to the BHWET program and should not be selected for students.

IND-GEN - Entering Trainee Unique ID

Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex
(1)	(2) Block 1	(3) Block 2	(4) Block 3	(5) Block 4
Select one				

Figure 26. IND-GEN - Entering Trainee Unique ID

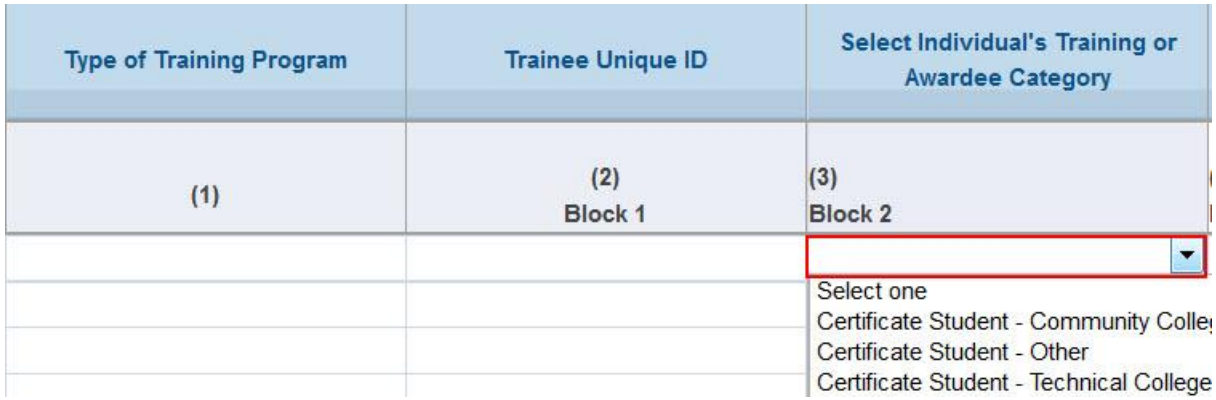
Trainee Unique ID: Enter a seven (7) alphanumeric unique identifier for each individual in the textbox in Column 2 (Block 1).

Warning: It is the responsibility of each grantee to keep a log of all unique IDs used, as these will be required to provide semiannual updates for each individual and one-year follow-up data for students.

Warning: Special characters are not permitted (e.g., %$#@).

Note: For **Professional Track Grantees**- Follow the guidance provided by your Government Project Officer to incorporate a Cohort Identifier in each Trainee Unique ID (e.g., A000001, A000002, etc.)

IND-GEN - Selecting Individual's Training or Awardee Category



Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category
(1)	(2) Block 1	(3) Block 2

Select one
Certificate Student - Community Colle
Certificate Student - Other
Certificate Student - Technical College

Figure 27. IND-GEN - Selecting Individual's Training or Awardee Category

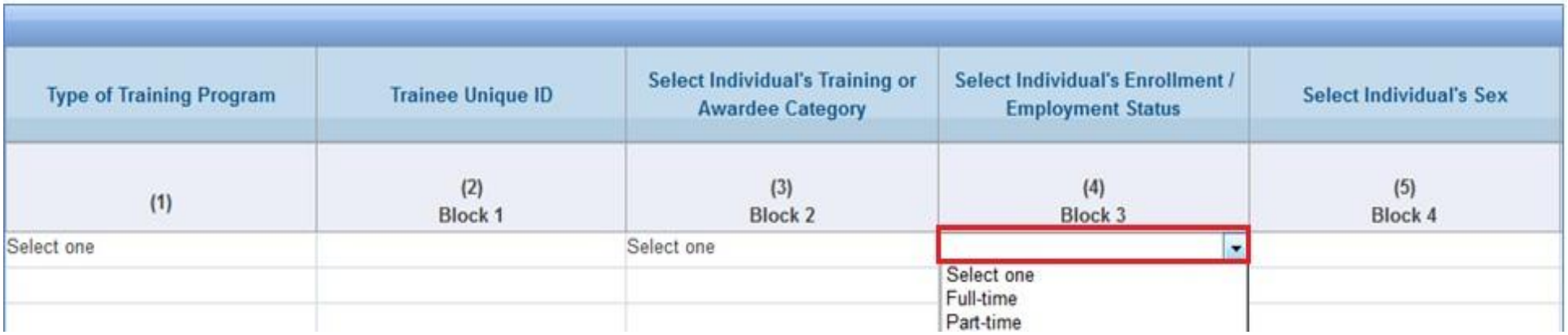
Select Individual's Training or Awardee Category: Select each individual's awardee category by clicking on the drop-down menu in Column 3 (Block 2) and choosing one of the following options:

- Certificate Student - Community College
- Certificate Student - Tribal College or University
- MSW student (field placement program)
- Pre - doctoral Intern (PhD program)
- Certificate Student - Other
- MA student (field placement program)
- NP student (field placement program)
- Pre - doctoral Intern (PsyD program)
- Certificate Student - Technical College
- MS student (field placement program)
- PhD student (practicum program)
- PsyD student (practicum program)

*Note: **Paraprofessional Track grantees**- Select type of trainee based on the delivery mode used to offer the certificate program associated with each student. Options for this track begin with the prefix, "Certificate Student- "*

*Note: **Professional Track grantees**- Select type of trainee based on the degree and typoe of training program associated with each student.*

IND-GEN - Selecting Individual's Enrollment/Employment Status



Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex
(1)	(2) Block 1	(3) Block 2	(4) Block 3	(5) Block 4
Select one		Select one		

Select one
Full-time
Part-time

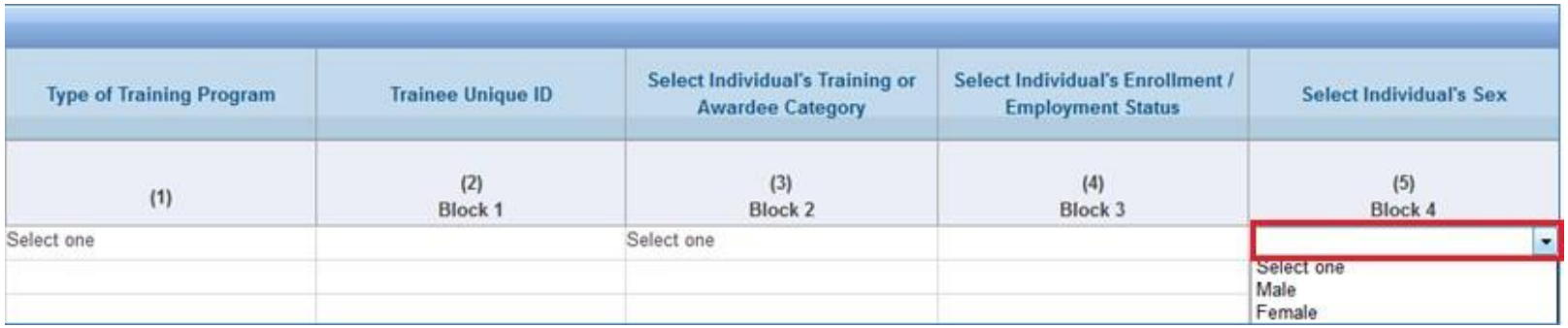
Figure 28. IND-GEN - Selecting Individual's Enrollment/Employment Status

Select Individual's Enrollment / Employment Status: Select each individual's current enrollment status by clicking on the drop-down menu in Column 4 (Block 3) and choosing one of the following options:

- Full-time
- On leave of absence
- Part-time

Note: For students, select enrollment status based on the individual's participation in their degree or certificate program.

IND-GEN - Selecting Individual's Sex



Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex
(1)	(2) Block 1	(3) Block 2	(4) Block 3	(5) Block 4
Select one		Select one		

Select one
Male
Female

Figure 29. IND-GEN - Selecting Individual's Sex

Select Individual's Sex: Select each individual's biological sex by clicking on the drop-down menu in Column 5 (Block 4) and choosing one of the following options:

- Female
- Male
- Not Reported

IND-GEN - Selecting Individual's Age

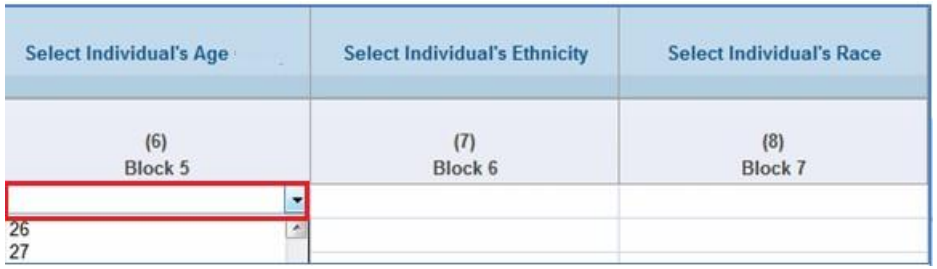


Figure 30. IND-GEN - Selecting Individual's Age

Select Individual's Age: Enter each individual's age at the end of the current reporting period (i.e., as of **June 30, 2015**) in the textbox under Column 6 (Block 5).

- 12
- 15
- 18
- 21
- 24
- 27
- 30
- 33
- 36
- 39
- 42
- 45
- 48
- 51
- 54
- 57
- 60
- 63
- 66
- 13
- 16
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- 22
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- 28
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- 34
- 37
- 40
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- 46
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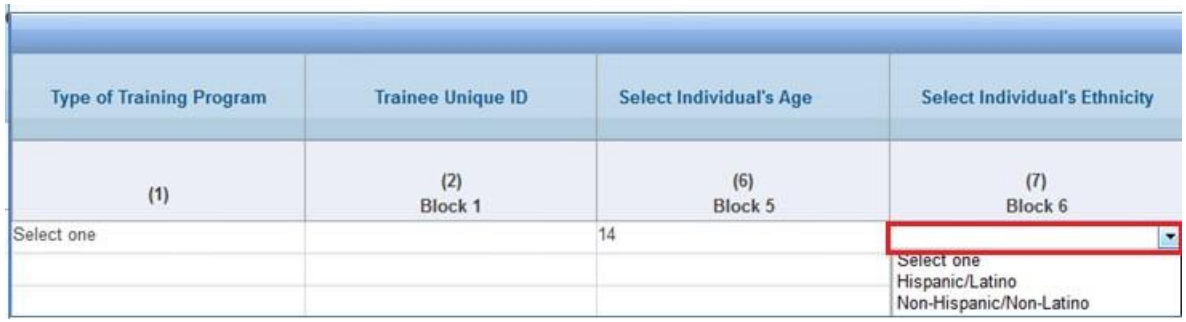
- 52
- 55
- 58
- 61
- 64
- 67
- 14
- 17
- 20
- 23
- 26
- 29
- 32
- 35
- 38
- 41
- 44
- 47
- 50
- 53
- 56
- 59
- 62
- 65
- 68

- 69
- 70
- 71
- 72
- 73
- 74
- 75
- Not Reported

IND-GEN - Selecting Individual's Ethnicity



Type of Training Program	Trainee Unique ID	Select Individual's Age	Select Individual's Ethnicity
(1)	(2) Block 1	(6) Block 5	(7) Block 6
Select one		14	

Select one
Hispanic/Latino
Non-Hispanic/Non-Latino

Figure 31. IND-GEN - Selecting Individual's Ethnicity

Select Individual's Ethnicity: Select each individual's ethnicity by clicking on the drop-down menu in Column 7 (Block 6) and choosing one of the following options:

- Hispanic/Latino
- Non-Hispanic/Non-Latino
- Not Reported

IND-GEN - Selecting Individual's Race

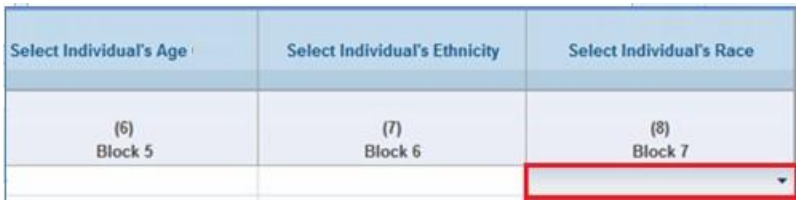


Figure 32. IND-GEN - Selecting Individual's Race

Select Individual's Race: Select each individual's race by clicking on the drop-down menu in Column 8 (Block 7) and choosing all that apply from the following options. You may select more than one (1) option for individuals of multiple races:

- American Indian or Alaska Native
- Black or African-American
- White
- Asian
- Native Hawaiian or Other Pacific Islander
- Not Reported

Warning: You may not select "Not Reported" in combination with any other option.

IND-GEN - Selecting if Individual is from a Rural Residential Background

Trainee Unique ID	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background	Select Individual's Veteran Status
(2) Block 1	(9) Block 8	(10) Block 9	(11) Block 10

Figure 33. IND-GEN - Selecting if Individual is from a Rural Residential Background

Select Whether Individual is from a Rural Residential Background: Select whether each individual is from a rural residential background by clicking on the drop-down menu in Column 9 (Block 8) and choosing one of the following options:

- Yes
- No
- Not Reported

Reference: Refer to the glossary for a definition of rural setting.

IND-GEN - Selecting if Individual is from a Disadvantaged Background

Trainee Unique ID	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background
(2) Block 1	(9) Block 8	(10) Block 9

Figure 34. IND-GEN - Selecting if Individual is from a Disadvantaged Background

Select Whether Individual is from a Disadvantaged Background: Select whether each individual is from a disadvantaged background by clicking on the drop-down menu in Column 10 (Block 9) and choosing one of the following options:

- Yes
- No
- Not Reported

Reference: Refer to the glossary for a definition of disadvantaged background.

IND-GEN - Selecting Individual's Veteran Status

Trainee Unique ID	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background	Select Individual's Veteran Status
(2) Block 1	(9) Block 8	(10) Block 9	(11) Block 10

Figure 35. IND-GEN - Selecting Individual's Veteran Status

Select Individual's Veteran Status: Select each individual's current veteran status by clicking on the drop-down menu in Column 11 (Block 10) and choosing one of the following options:

- Active Duty Military
- Reservist
- Veteran - Retired
- Individual is not a Veteran
- Veteran - Prior Service
- Not Reported

Reference: Refer to the glossary for a definition of the various types of veteran statuses.

IND-GEN - Entering BHW-Funded Financial Award Information

Warning: The financial award type "Stipend" (Column 13) is displayed if you have selected the BHWET-1 purpose in the Grant Purpose - Setup form.

Warning: The financial award type "Tuition, Fees, and Supplies" (Column 13a) is displayed if you have selected the BHWET-2 purpose in the Grant Purpose - Setup form.

Type of Training Program	Trainee Unique ID	Select Whether Individual Received BHW Financial Award?	Enter Individual's Financial Award Amount (BHW funds only)			
			Stipend	Current Reporting Period Total	Academic Year Total	Cumulative BHW Financial Award Total
(1)	(2) Block 1	(12) Block 11	(13) Block 11	(21a) Block 11	(21b) Block 11	(21c) Block 11
		Select one Yes No		0	0	0
				0	0	0
				0	0	0

Figure 36. IND-GEN - Entering BHW-Funded Financial Award Information

Select Whether Individual Received BHW Financial Award?: Select whether each individual received a BHW-funded financial award during the current reporting period by clicking on the drop-down menu in Column 12 (Block 11) and choosing one of the following options:

- Yes
- No

Enter Individual's Financial Award Amount (BHW funds only): Tuition, Fees, and Supplies:

(BHWET Grant Purpose #2)

- If the individual did receive a BHW-funded award (Tuition, Fees and Supplies), select “Yes” in Column 12 (Block 11) and enter the total amount of BHW dollars provided during the current reporting period in the textbox in Column 13a.

- If the individual did not receive a BHW-funded financial award, select “No” in Column 12 (Block 11) and enter "0" in the textbox in Column 13a.

Enter Individual's Financial Award Amount (BHW funds only): Stipend:

(BHWET Grant Purpose #1)

- If the individual did receive a BHW-funded (Stipend), select “Yes” in Column 12 (Block 11) and enter the total amount of BHW dollars provided during the current reporting period in the textbox in Column 13.
- If the individual did not receive a stipend, select “No” in Column 12 (Block 11) and enter "0" in the textbox in Column 13.

IND-GEN - Entering # of Academic Years the Individual has Received BHW Funding

Type of Training Program	Trainee Unique ID	Enter # of Academic Years the Individual has Received BHW Funding
(1)	(2) Block 1	(22) Block 12
		Select one 1 2 3 or more

Figure 37. IND-GEN - Entering # of Academic Years the Individual has Received BHW Funding

Enter # of Academic Years the Individual has Received BHW Funding: Select the cumulative number of academic years that each individual has received a BHW-funded financial award by clicking on the drop-down menu in Column 22 (Block 12) and choosing one of the following options:

- 1
- 2
- 3
- 3 or more
- 4
- 5 or more

Note: The number of academic years receiving BHW-funded financial awards does not need to be consecutive; rather, the cumulative total number of years should be reported.

Note: If an individual has received money for a partial academic year, please round up to the nearest whole number. For example, if an individual has received a stipend for 1 ½ years, please enter 2 in Column 22 (Block 12).

Note: If an individual received a BHW-funded financial award for the first time during the current reporting period, select "1" under Column 22 (Block 12).

IND-GEN - Selecting Individual's Academic or Training Year

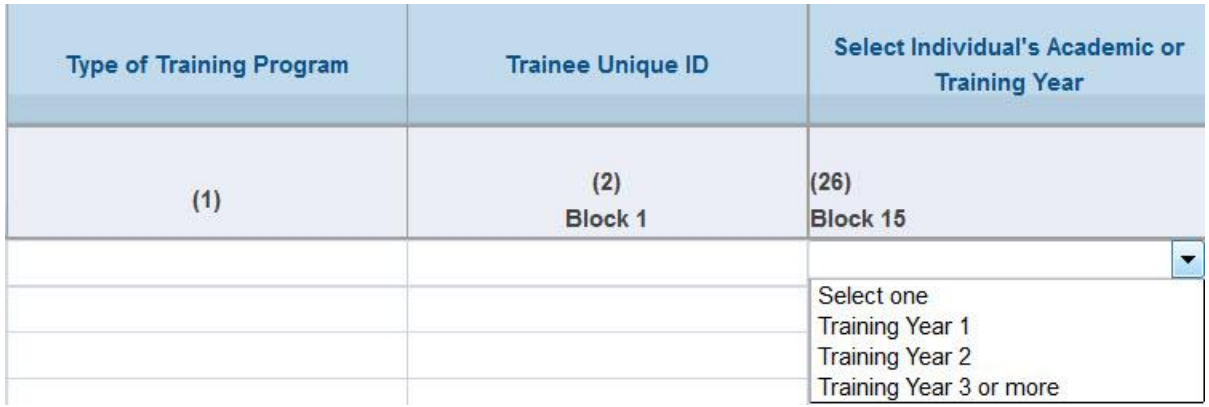


Figure 38. IND-GEN - Selecting Individual's Academic or Training Year

Select Individual's Academic or Training Year: Select each individual's current training year in the training program by clicking on the drop-down menu under Column 26 (Block 15) and choosing one of the following options:

- Graduate Year 1
- Graduate Year 2
- Graduate Year 3
- Graduate Year 4
- Graduate Year 5
- Graduate Year 6
- Graduate Year 7
- Training Year 1
- Training Year 2
- Training Year 3 or more

Warning: For Professional Track Students- Select an option that begins with the prefix "Graduate Year..."

Warning: For Paraprofessional Track Students- Select an option that begins with the prefix "Training Year..."

IND-GEN - Selecting Individual's Primary Discipline

Figure 39. IND-GEN - Selecting Individual's Primary Discipline

Select Individual's Primary Discipline: Select each individual's profession and discipline by clicking on the drop-down menu in Column 27 (Block 16) and choosing one of the following options:

- Student - Graduate - Marriage and Family Therapy
- Student - Graduate - Social Work
- Student - Paraprofessional - Community Health Representative
- Student - Paraprofessional - Other
- Student - Paraprofessional - Promotora
- Student - Paraprofessional - Youth Worker
- Student - Graduate - Professional Counseling
- Student - NP - Psychiatric/Mental health
- Student - Paraprofessional - Community Health Worker
- Student - Paraprofessional - Outreach Worker
- Student - Paraprofessional - Social Services Aide
- Student - Graduate - Psychology
- Student - Paraprofessional - Behavioral Health Technician/Aide
- Student - Paraprofessional - Mental Health Worker
- Student - Paraprofessional - Peer Paraprofessional
- Student - Paraprofessional - Substance Use/ Addictions Worker

IND-GEN - Entering Training Information in a Primary Care Setting

Type of Training Program	Trainee Unique ID	Training in a Primary Care Setting	
		Select Whether Individual Received Training	Enter # of Contact Hours
(1)	(2) Block 1	(28) Block 17	(29) Block 17a
		Select one Yes No	

Figure 40. IND-GEN - Entering Training Information in a Primary Care Setting

Training in a Primary Care Setting: Select Whether Individual Received Training: Select whether each student received clinical or experiential training in a primary care setting during the current reporting period by clicking on the drop-down menu in Column 28 (Block 17) and choosing one of the following options:

- Yes
- No

Training in a Primary Care Setting: Enter # of Contact Hours:

- If the student did receive clinical or experiential training in a primary care setting, enter the total number of hours spent in this type of setting during the current reporting period in the textbox under Column 29 (Block 17a).

- If the student did NOT receive clinical or experiential training in a primary care setting, leave the textbox blank under Column 29 (Block 17a).

IND-GEN - Entering Training Information in a Medically Underserved Area

Type of Training Program	Trainee Unique ID	Training in a Medically Underserved Area	
		Select Whether Individual Received Training	Enter # of Contact Hours
(1)	(2) Block 1	(31) Block 18	(32) Block 18a
		Select one	
		Select one Yes No	

Figure 41. IND-GEN - Entering Training Information in a Medically Underserved Area

Training in a Medically Underserved Area: Select Whether Individual Received Training: Select whether each student received clinical or experiential training in a medically-underserved community (MUC) during the current reporting period by clicking on the drop-down menu in Column 31 (Block 18) and choosing one of the following options:

- Yes
- No

Training in a Medically Underserved Area: Enter # of Contact Hours:

- If the student did receive clinical or experiential training in a medically-underserved community, enter the total number of hours spent in this type of setting during the current reporting period in the textbox under Column 32 (Block 18a).

- If the student did NOT receive clinical or experiential training in a medically-underserved community, leave the textbox blank under Column 32 (Block 18a).

IND-GEN - Entering Training Information in a Rural Area

Type of Training Program	Trainee Unique ID	Training in a Rural Area	
		Select Whether Individual Received Training	Enter # of Contact Hours
(1)	(2) Block 1	(33) Block 19	(34) Block 19a
		Select one Yes No	

Figure 42. IND-GEN - Entering Training Information in a Rural Area

Training in a Rural Area: Select Whether Individual Received Training: Select whether each student received clinical or experiential training in a rural area during the current reporting period by clicking on the drop-down menu in Column 33 (Block 19) and choosing one of the following options:

- Yes
- No

Training in a Rural Area: Enter # of Contact Hours:

- If the student did receive clinical or experiential training in a rural area, enter the total number of hours spent in this type of setting during the current reporting period in the textbox under Column 34 (Block 19a).

- If the student did NOT receive clinical or experiential training in a rural area, leave the textbox blank under Column 34 (Block 19a).

IND-GEN - Selecting Whether Individual Left the Program Before Completion

Type of Training Program	Trainee Unique ID	Training in a Medically Underserved Area		Training in a Rural Area		Select Whether Individual Left the Program Before Completion
		Select Whether Individual Received Training	Enter # of Contact Hours	Select Whether Individual Received Training	Enter # of Contact Hours	
(1)	(2) Block 1	(31) Block 18	(32) Block 18a	(33) Block 19	(34) Block 19a	(36) Block 21
						Select one Yes

Figure 43. IND-GEN - Selecting Whether Individual Left the Program Before Completion

Select Whether Individual Left the Program Before Completion: Select whether each individual permanently left their training program before completion during the current reporting period by clicking on the drop-down menu in Column 36 (Block 21) and choosing one of the following options:

- Yes
- No

IND-GEN - Entering Graduation/Completion Information

Select Whether Individual Graduated/Completed the Program	Select Degree Earned	Select Individual's Post-Graduation/Completion Intentions
(37) Block 22	(38) Block 22a	(39) Block 22b
Select one	Select one	

Figure 44. IND-GEN - Entering Graduation/Completion Information

Select Whether Individual Graduated/Completed the Program: Select whether each student completed their training program during the current reporting period by clicking on the drop-down menu in Column 37 (Block 22) and choosing one of the following options:

- Yes
- No

Select Degree Earned:

1. If an individual did complete their training program during the current reporting period, select "Yes" in Column 37 (Block 22) and select the degree earned by clicking on the drop-down menu in Column 38 (Block 22a) and choosing all that apply from the below listed options.
2. If an individual did not complete their training program during the current reporting period select "No" in Column 37 (Block 22) and select "N/A" in Column 38 (Block 22a).

- Certificate - Behavioral Health Technician/Aide
- Certificate - Other
- Certificate - Social Services Aide
- MA
- NP
- PsyD
- Certificate - Community Health Worker/Promotora
- Certificate - Outreach Worker
- Certificate - Substance Use/ Addictions Worker
- MS
- Other
- Certificate - Mental Health Worker
- Certificate - Peer Paraprofessional
- Certificate - Youth Worker
- MSW
- PhD

- N/A

Select Individual's Post-Graduation/Completion Intentions:

1. If an individual did complete their training program during the current reporting period, select "Yes" in Column 37 (Block 22) and select the individual's training or employment intentions at the time of completion by clicking on the drop-down menu in Column 39 (Block 22b) and choosing all that apply from the below listed options.
2. If an individual did not complete their training program during the current reporting period select "No" in Column 37 (Block 22) and select "N/A" in Column 39 (Block 22b).

- Individual intends to apply to a degree program (associate's level)
- Individual intends to become employed or pursue further training in a medically underserved community
- Individual intends to become employed or pursue further training in a rural setting
- Individual intends to become employed or pursue further training toward a career serving military personnel, veterans and their families
- None of the above
- N/A
- Individual intends to apply to a degree program (bachelor's level)
- Individual intends to become employed or pursue further training in a primary care setting
- Individual intends to become employed or pursue further training toward a career serving at-risk children, adolescents, and/or transitional age youth
- Individual intends to pursue employment in a career serving at-risk children, adolescents, and/or transitional age youth
- Not Reported

Warning: None of the above, Not reported, and N/A cannot be selected in combination with any other option.

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

INDGEN-GPC: Prior Period Graduates

INDGEN-GPC - Log of Prior Period Graduates

No.	Record Status	Type of Training Program (1)	Trainee Unique ID (2) Block 1	Select Individual's Training or Awardee Category (3) Block 2	Select Individual's Enrollment / Employment Status (4) Block 3	Select Individual's Sex (5) Block 4	Select Individual's Age (6) Block 5	Select Individual's Ethnicity (7) Block 6	Select Individual's Race (8) Block 7	Select Whether Individual is from a Rural Residential Background (9) Block 8	Select Whether Individual is from a Disadvantaged Background (10) Block 9	Select Degree Earned (11) Block 22a	Select Individual's Post-Graduation/Completion Intentions (12) Block 22b

No records to display.

Figure 45. INDGEN-GPC - Log of Prior Period Graduates

Records for each student who was previously marked as having completed a training program in the previous reporting period will appear in the INDGEN-GPC subform. At this time, no action is necessary other than reviewing these records for accuracy.

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

INDGEN-PY: Individual Prior Year

INDGEN-PY - Entering Employment Data 1-year Post Graduation/Completion

Warning: Because this is the first performance report for the BHWET program, there are no prior completers to report. No action is required at this time.

Type of Training Program	Trainee Unique ID	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background	Select Degree Earned	Select Individual's Post-Graduation/Completion Intentions	Select whether status/employment data are available for the individual 1-year post graduation/completion	Select Individual's Current Training/Employment Status
(1)	(2) Block 1	(9) Block 8	(10) Block 9	(11) Block 22a	(12) Block 22b	(13) Block 23	(14) Block 23a

Figure 46. INDGEN-PY - Entering Employment Data 1-year Post Graduation/Completion

Select whether status/employment data are available for the individual 1-year post graduation/completion: Select whether current training/employment data are available for each individual who received a BHW-funded financial award and completed their training program one year prior to this reporting period by clicking on the drop-down menu in Column 13 (Block 23) and choosing one of the following options:

- Yes
- No
- N/A

Select Individual's Current Training/Employment Status:

1. If current training/employment data are available, select "Yes" in Column 13 (Block 23) and select the student current training/employment status by clicking on the drop-down menu in Column 14 (Block 23a) and choosing all that apply from the following options:
2. If current training/employment data are not available, select "No" in Column 13 (Block 23) and select "N/A" in Column 14 (Block 23a).

- Individual applied and has not yet received acceptance to a degree program (associate's level)
- Individual applied and was accepted to a degree program (bachelor's level)
- Individual applied and has not yet received acceptance to a degree program (bachelor's level)
- Individual applied but was not accepted to a degree program (associate's level)
- Individual applied and was accepted to a degree program (associate's level)
- Individual applied but was not accepted to a degree program (bachelor's level)

- Individual is currently employed or is pursuing further training in a medically underserved community
- Individual is currently employed or is pursuing further training toward a career serving at-risk children, adolescents, and/or transitional age youth
- None of the above
- Individual is currently employed or is pursuing further training in a primary care setting
- Individual is currently employed or is pursuing further training toward a career serving military personnel, veterans and their families
- N/A
- Individual is currently employed or is pursuing further training in a rural setting
- Individual is currently employed or pursuing employment in a career serving at-risk children, adolescents, and/or transitional age youth

Warning: "None of the above" and "N/A" cannot be selected in combination with any other option

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

Experiential Characteristics—EXP Subforms

EXP - Introduction

1. Purpose: The EXP subforms are used to characterize experiential or clinical training characteristics, including training sites and the number and profession/discipline of trainees.

- The EXP-1 Setup form captures information about the names of sites used by grantees to provide trainees with clinical or experiential training
- The EXP-2 subform collects general information about each site that was entered in the EXP-1 Setup form.
- The EXP-3 subform collects information about the profession and discipline of individuals trained at each site that was entered in the EXP-1 Setup form.

2. Order of Subforms:

- EXP subforms MUST be completed in order, otherwise drop-down menus will not prepopulate correctly.
- You must complete and 'Save and Validate' EXP-1 first before proceeding to EXP-2.
- Likewise, you must complete and then 'Save and Validate' EXP-2 before proceeding to EXP-3.

3. **Pre-population of Prior Records (training sites) reported previously:**

- The BPMH system will prepopulate the names each site previously reported in the Saved Records Table within the EXP-1 subform.
- You must indicate whether each previously-reported site was used during the current semiannual reporting period.
    - **If "Yes" was selected**, the BPMH system will prepopulate certain blocks in the EXP-2 subform and display it as an option in the EXP-3 subform.
      If "'No" was selected, the BPMH system will not include the site as an option in the EXP-2 and EXP-3 subforms.

Warning: Complete the EXP-1, EXP-2 and EXP-3 subforms only for sites used to train students who appear on the INDGEN subform.

EXP-1: Training Site Setup

EXP-1 - Entering Site Name

Figure 47. EXP-1 - Entering Site Name

Site Name:

- Enter the name of the site used to train students during the current reporting period in the textbox next to the row labeled, "Enter the Site's Name."
- Next, click the "Add Record" button.
- Repeat this process as necessary to capture the names of each NEW site used during the current reporting period.

EXP-1 - Selecting Whether the Site was Used in the Current Period

Figure 48. EXP-1 - Selecting Whether the Site was Used in the Current Period

Select Whether the Site was Used in the Current Reporting Period: Select whether each site was used during the current reporting period by clicking on the drop-down menu located in Column 2 and choosing one of the following options:

- Yes
- No

*Note: For all **NEW** sites, you must select "Yes" in Column 2.*

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

EXP-2: Training Site Characteristics

EXP-2 - Selecting Training Program and Site Name

Record Status	Type of Training Program	Site Name	Select Type of Site Used
	(1)	(2) Block 1	(3) Block 1a

Figure 49. EXP-2 - Selecting Training Program and Site Name

Type of Training Program: Select a training program by clicking on the drop-down menu in Column 1 and choosing one of the available options (programs that were marked on the Training Program Setup Form as "active" in the current reporting period).

Site Name: Pair the selected training program with a site name by clicking on the drop-down menu in Column 2 (Block 1) and choosing one of the available options (sites that were marked in EXP-1 as "used" in the current reporting period). Repeat this process until all used Training Program/Site combinations are present.

Note: If the same site was used for multiple training programs, then multiple entries are required in the EXP-2 subform

Note: If the same program used multiple training sites, then multiple entries are required in the EXP-2 subform.

EXP-2 - Selecting Type of Site Used

Type of Training Program	Site Name	Select Type of Site Used
(1)	(2) Block 1	(3) Block 1a

Figure 50. EXP-2 - Selecting Type of Site Used

Select Type of Site Used: Select the type of site used to train students during the current reporting period by clicking on the drop-down menu in Column 3 (Block 1a) and choosing from **one** of the following options:

- Academic institution
- Aerospace operations setting
- Community - based care programs for elderly mentally challenged individuals
- Community care programs for elderly mentally challenged individuals
- Day and home care programs (e.g., Home Health)
- Emergency Room
- Federal Government Office or Agency
- Geriatric Behavioral or Mental Health Units
- Hospital
- Hospital - federal
- Independent Living Facility
- Local Government Office or Agency
- Mobile Clinic/Site
- Nurse Managed Health Clinics
- Other community health center (e.g.; free clinic)
- Program of All Inclusive Care for the
- Acute Care for the Elderly (ACE) Units
- Ambulatory practice sites
- Community - based organization
- Community Health Center (CHC)
- Dental Services
- Extended care facilities
- FQHC or look - alike
- Geriatric consultation services
- Hospital - academic center
- Hospital - for profit
- Indian Health Service (IHS) site
- Local health department
- National health association
- Nursing Home
- Other Oral Health Facility
- Residential Living Facility
- Specialty clinics (e.g., mental health practice, rehabilitation, substance abuse clinic)
- Surgery Clinic
- Acute care services
- Assisted Living Community
- Community Behavioral Health Center
- Community Mental Health Center
- Dentist Office
- Federal and State Bureau of Prisons
- Geriatric ambulatory care and comprehensive units
- Hospice
- Hospital - community
- Hospital - non profit
- International nonprofit/nongovernmental organization
- Long - term Care Facility
- National health association or affiliate
- Other
- Physician Office
- School - based clinic
- State Government Office or Agency
- Tribal Government

Elderly

- Senior Centers
- State Health Department
- Tribal Health Department
- Veterans Affairs Hospital or clinic
- Tribal Organization
- Veterans Affairs Healthcare (e.g., VA Hospital or clinic)

EXP-2 - Selecting Type of Setting Where the Site was Located

Type of Training Program	Site Name	Select Type of Site Used	Select Type of Setting Where the Site was Located
(1)	(2) Block 1	(3) Block 1a	(4) Block 2

Figure 51. EXP-2 - Selecting Type of Setting Where the Site was Located

Select Type of Setting Where the Site was Located: Select whether each site used to train students during the current reporting period was located in a designated setting by clicking on the drop-down menu in Column 4 (Block 2) and choosing all that apply from the following options:

- Medically underserved community
- Primary Care Setting
- Rural area
- None of the above

Warning: "None of the above" cannot be selected in combination with any other option.

Reference: To determine whether a site is located in a medically underserved community, please visit HRSA's Office of Shortage Designation at http://datawarehouse.hrsa.gov/GeoAdvisor/ShortageDesignationAdvisor.aspx

Reference: To determine whether a site is located in a rural area, please visit HRSA's Office of Rural Health Policy at http://datawarehouse.hrsa.gov/RuralAdvisor/ruralhealthadvisor.aspx?ruralByAddr=1

EXP-2 - Selecting Type(s) of Partners/Consortia

Select Type of Setting Where the Site was Located	Select Type(s) of Partners/Consortia used to Offer Training at this Site	Select Type(s) of Vulnerable Population Served at this Site
(4) Block 2	(5) Block 5	(7) Block 4

Figure 52. EXP-2 - Selecting Type(s) of Partners/Consortia

Select Type(s) of Partners/Consortia used to Offer Training at this Site: Select the type(s) of partnerships or consortia used or established for the purpose of training students at each site during the current reporting period by clicking on the drop-down menu in Column 5 (Block 5) and choosing all that apply from the following options:

- Academic department - outside the institution
- Alzheimer's Association/Chapters
- Area Agencies on Aging
- Day and home care programs (i.e. Home Health)
- Federal Government - Department of Defense/Military
- Federal Government - CDC
- Federal Government - NIH
- Federal Government - SAMHSA
- Academic department - within the institution
- Alzheimer's Disease Resource Centers
- Community Health Center (CHC)
- Educational institution (Grades K - 12)
- Federal Government - Other HRSA Program
- Federal Government - FDA
- Federal Government - Other
- Federally - qualified health center or look - alikes
- Geriatric consultation services
- Health department - State
- Acute Care for the Elderly (ACE) Units
- Ambulatory practice sites
- Community Mental Health Center
- Federal Government - Veterans Affairs
- Federal Government - AHRQ
- Federal Government - IHS
- Federal Government - Other HHS Agency/Office
- Geriatric ambulatory care and

- Geriatric Behavioral or Mental Health Units
- Health department - Local
- Health disparities research center
- Hospice
- Long-term care facility
- Nurse managed health clinic
- Other
- Professional Associations
- State Governmental Programs
- No partners/consortia used
- Health insurance/Healthcare Provider Group (e.g.; PPO/HMO)
- Hospital
- Nonprofit organization (faith - based)
- Nurse Managed Health Clinics
- Physical therapy/Rehabilitation center
- Quality improvement organization
- Tribal Government
- comprehensive units
- Health center (e.g.; free clinic)
- Health department - Tribal
- Health policy center
- Local Government
- Nonprofit organization (non - faith based)
- Nursing home
- Private/For - profit organization
- Senior Center
- Tribal Organization

Warning: You may not select "No partners/consortia used" in combination with any other option.

EXP-2 - Selecting Type(s) of Vulnerable Population

Select Type of Setting Where the Site was Located	Select Type(s) of Partners/Consortia used to Offer Training at this Site	Select Type(s) of Vulnerable Population Served at this Site
(4) Block 2	(5) Block 5	(7) Block 4

Figure 53. EXP-2 - Selecting Type(s) of Vulnerable Population

Select Type(s) of Vulnerable Population Served at this Site: Select the type(s) of vulnerable populations served at each site used to train students during the current reporting period by clicking on the drop-down menu in Column 7 (Block 4) and choosing all that apply from the following options:

- Adolescents
- College students
- Individuals with mental illness or substance use disorders
- Migrant workers
- People with disabilities
- Returning war veterans (Iraq or Afghanistan)
- Undocumented Immigrants
- Veterans
- Children
- Homeless individuals
- Lesbian/Gay/Bisexual/Transgender
- Military and/or military families
- Pregnant women and infants
- Transitional Age Youth (16-25 years)
- Unemployed
- Victims of abuse or trauma
- Chronically ill
- Individuals with HIV/AIDS
- Low income persons/families
- Older adults
- Refugee Adults
- Tribal Population
- Uninsured/Underinsured persons/families
- None of the above

Warning: You may not select "None of the above" in combination with any other option.

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

EXP-3: Experiential Characteristics - Trainees by Profession/Discipline

EXP-3 - Selecting Training Program and Site Name

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained
(1)	(2) Block 1	(3) Block 3

Figure 54. EXP-3 - Selecting Training Program and Site Name

Type of Training Program: Select a training program by clicking on the drop-down menu in Column 1 and choosing one of the available options (programs that were marked on the Training Program Setup Form as "active" in the current reporting period).

Site Name: Pair the selected training program with a site name by clicking on the drop-down menu in Column 2 (Block 1) and choosing one of the available options (sites that were marked in EXP-1 as "used" in the current reporting period). Repeat this process until all used Training Program/Site combinations used in EXP-2 are present.

Note: EXP-3 will initially appear blank; however, drop-down menu in Columns 1 and 2 will load with data that were entered and saved in the Training Program Setup Form.

EXP-3 - Selecting Profession and Discipline of Individuals Trained

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained
(1)	(2) Block 1	(3) Block 3

Figure 55. EXP-3 - Selecting Profession and Discipline of Individuals Trained

Select Profession and Discipline of Individuals Trained: Using the drop-down menu in Column 3 (Block 3), select the profession(s) and discipline(s) of individuals trained at each site during the current reporting period. Include the disciplines of your principal trainees (individuals listed on INDGEN who participated in your HRSA-sponsored training programs) as well as other interdisciplinary trainees (not associated with your HRSA program but who participated in team-based care alongside the Principal Trainees).

- Behavioral Health - Clinical Psychology
- Behavioral Health - Marriage and Family Therapy
- Behavioral Health - Pastoral/Spiritual Care
- Dentistry - General Dentistry
- Dentistry - Pathology Dentistry
- Dentistry - Prosthodontic Dentistry
- Medicine - Aerospace Medicine
- Medicine - Colon and Rectal Surgery
- Medicine - Family Medicine
- Medicine - Integrative Medicine
- Medicine - Internal Medicine/Pediatrics
- Medicine - Neurology
- Medicine - Occupational Medicine
- Behavioral Health - Clinical Social Work
- Behavioral Health - Other Psychology
- Dentistry - Dental Hygiene
- Dentistry - Oral Surgery Dentistry
- Dentistry - Pediatric Dentistry
- Dentistry - Public Health Dentistry
- Medicine - Allergy and Immunology
- Medicine - Dermatology
- Medicine - Geriatric Psychiatry
- Medicine - Internal Medicine
- Medicine - Medical Genetics
- Medicine - Nuclear Medicine
- Medicine - Ophthalmology
- Medicine - Otolaryngology
- Medicine - Physical Medicine and Rehabilitation
- Behavioral Health - Counseling Psychology
- Behavioral Health - Other Social Work, Substance Abuse/Addictions Counseling
- Dentistry - Endodontic Dentistry
- Dentistry - Orthodontic Dentistry
- Dentistry - Periodontic Dentistry
- Dentistry - Radiology Dentistry
- Medicine - Anesthesiology
- Medicine - Emergency Medicine
- Medicine - Geriatrics
- Medicine - Internal Medicine/Family Medicine
- Medicine - Neurological Surgery
- Medicine - Obstetrics and Gynecology
- Medicine - Orthopaedic Surgery
- Medicine - Pathology - Anatomical and Clinical

- Medicine - Other
- Medicine - Pediatrics
- Medicine - Plastic Surgery - Integrated
- Medicine - Preventive Medicine/Internal Medicine
- Medicine - Radiation Oncology
- Medicine - Thoracic Surgery
- Medicine - Vascular Surgery - Integrated
- Nursing - CNS - Geropsychiatric
- Nursing - CNS - Psychiatric/Mental health
- Nursing - Licensed practical/vocational nurse (LPN/LVN)
- Nursing - NP - Adult gerontology
- Nursing - NP - Emergency care
- Nursing - NP - Geropsychiatric
- Nursing - NP - Women's health
- Nursing - Nurse educator
- Nursing - Public health nurse
- Other - Audiology
- Other - Direct Service Worker
- Other - Health Education Specialist
- Other - Medical Assistant
- Other - Midwife (non-nurse)
- Other - Optometry
- Other - Podiatry
- Other - Registered Dietician
- Other - Speech Therapy
- Paraprofessional - Behavioral Health Technician/Aide
- Paraprofessional - Mental Health
- Medicine - Preventive Medicine
- Medicine - Preventive Medicine/Public Health
- Medicine - Radiology - Diagnostic
- Medicine - Thoracic Surgery - Integrated
- Nursing - CNS - Adult gerontology
- Nursing - CNS - Neonatal
- Nursing - CNS - Women's health
- Nursing - NP - Acute care adult gerontology
- Nursing - NP - Adult Psychiatric/Mental health
- Nursing - NP - Family
- Nursing - NP - Neonatal
- Nursing - Nurse administrator
- Nursing - Nurse informaticist
- Nursing - Registered Nurse
- Other - Chiropractic
- Other - Facility Administrator
- Other - Health Informatics/Health Information Technology
- Other - Medical Laboratory Technology
- Other - Occupational Therapy
- Other - Pharmacy
- Other - Profession Not Listed
- Other - Respiratory Therapy
- Other - Unknown
- Paraprofessional - Community Health Representative
- Paraprofessional - Other
- Paraprofessional - Promotora
- Paraprofessional - Youth Worker
- Medicine - Plastic Surgery
- Medicine - Preventive Medicine/Family Medicine
- Medicine - Psychiatry
- Medicine - Surgery - General
- Medicine - Urology
- Nursing - CNS - Family
- Nursing - CNS - Pediatrics
- Nursing - Home Health Aide
- Nursing - NP - Acute care pediatric
- Nursing - NP - Child/Adolescent Psychiatric/Mental Health
- Nursing - NP - Family Psychiatric/Mental Health
- Nursing - NP - Pediatrics
- Nursing - Nurse anesthetist
- Nursing - Nurse midwife
- Nursing - Researcher/Scientist
- Other - Community Health Worker
- Other - First Responder/EMT
- Other - Lay and Family Caregiver
- Other - Midwife
- Other - Office/Support Staff
- Other - Physical Therapy
- Other - Radiologic technology
- Other - Speech Pathology
- Other - Veterinary Medicine
- Paraprofessional - Community Health Worker
- Paraprofessional - Outreach Worker
- Paraprofessional - Social Services Aide
- Physician Assistant
- Public Health - Environmental Health
- Public Health - Health Policy &

Worker
- Paraprofessional - Peer Paraprofessional
- Paraprofessional - Substance Use/ Addictions Worker
- Public Health - Biostatistics
- Public Health - Epidemiology
- Public Health - Infectious Disease Control
- Public Health - Social & Behavioral Sciences
- Student - CNS - Family
- Student - CNS - Pediatrics
- Student - Dental Assistant
- Student - Diploma/Certificate
- Student - Graduate - Nursing Masters
- Student - Graduate - Professional Counseling
- Student - Graduate - Social Work
- Student - Law School
- Student - NP - Acute care adult gerontology
- Student - NP - Adult Psychiatric/Mental health
- Student - NP - Family
- Student - NP - Neonatal
- Student - NP - Psychiatric/Mental health
- Student - Paraprofessional - Community Health Representative
- Student - Paraprofessional - Other
- Student - Paraprofessional - Promotora
- Student - Paraprofessional - Youth
- Public Health - Disease Prevention & Health Promotion
- Public Health - Health Administration
- Public Health - Injury Control & Prevention
- Student - Alternative/Complementary Nursing
- Student - CNS - Geropsychiatric
- Student - CNS - Psychiatric/Mental health
- Student - Dental Hygiene
- Student - Graduate - Marriage and Family Therapy
- Student - Graduate - Other
- Student - Graduate - Psychology
- Student - Health Informatics
- Student - Licensed Practical/Vocational Nurse (LPN/LVN)
- Student - NP - Acute care pediatric
- Student - NP - Child/Adolescent Psychiatric/Mental Health
- Student - NP - Family Psychiatric/Mental Health
- Student - NP - Other advanced nurse specialists
- Student - NP - Women's health
- Student - Paraprofessional - Community Health Worker
- Student - Paraprofessional - Outreach Worker
- Student - Paraprofessional - Social Services Aide
- Student - Pharmacy School Management
- Public Health - Nutrition
- Student - CNS - Adult gerontology
- Student - CNS - Neonatal
- Student - CNS - Women's health
- Student - Dental School
- Student - Graduate - Nursing Doctorate
- Student - Graduate - Other Behavioral Health
- Student - Graduate - Public Health
- Student - Home Health Aide
- Student - Medical School
- Student - NP - Adult gerontology
- Student - NP - Emergency care
- Student - NP - Geropsychiatric
- Student - NP - Pediatrics
- Student - Paraprofessional - Behavioral Health Technician/Aide
- Student - Paraprofessional - Mental Health Worker
- Student - Paraprofessional - Peer Paraprofessional
- Student - Paraprofessional - Substance Use/ Addictions Worker
- Student - Physical Therapy
- Student - Registered nurse (RN)

Worker
- Student - Physician Assistant
- Student - Undergraduate - Other
- Student - Post - high school / Pre - college
- Student - Undergraduate - Public Health

EXP-3 - Entering # Trained in the Profession and Discipline

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline	Enter # of Other Trainees in this Profession and Discipline Who Participated in Interprofessional Team-based care
(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8

Figure 56. EXP-3 - Entering # Trained in the Profession and Discipline

Enter # Trained in this Profession and Discipline: In Column 4 (Block 3), enter the number of students in the profession and discipline selected in the previous step that were trained at each site during the current reporting period. Counts provided should be based on individuals reported on IND-GEN from your HRSA-funded programs (i.e., Principal trainees).

Note: If you are reporting "Other Interprofessional" trainees but NO Principal trainees for a particular disciplne, enter a zero in Column 4.

EXP-3 - Entering # of Other Interprofessional trainees who participated in team-based care

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline	Enter # of Other Trainees in this Profession and Discipline Who Participated in Interprofessional Team-based care
(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8

Figure 57. EXP-3 - Entering # of Other Interprofessional trainees who participated in team-based care

Enter # of Other Trainees in this Profession and Discipline Who Participated in Interprofessional Team-based care: In Column 5 (Block 8), enter the number of all "OTHER Interprofessional trainees" who participated in team-based care alongside your Principal Students. Counts provided should be based on individuals NOT reported on IND-GEN who were not associated with your HRSA-funded program.

Note: If you are reporting "Principal" trainees but NO "Other Interprofessional" trainees for a particular discipline, enter a zero in Column 5.

EXP-3 - Adding Individuals Trained Example 1

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline	Enter # of Other Trainees in this Profession and Discipline Who Participated in Interprofessional Team-based care
(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8
Internship | Student - Graduate - Psychology	Site 1	Student - Graduate - Psychology	24	0
Internship | Student - Graduate - Psychology	Site 2	Student - Graduate - Psychology	10	0
Internship | Student - Graduate - Psychology	Site 3	Student - Graduate - Psychology	4	0

Figure 58. EXP-3 - Adding Individuals Trained Example 1

Example 1. Principal Trainees ONLY (no interprofessional team-based training)

In the example on this page, the internship in Graduate Psychology program trained 24 of its psychology graduate students at Site 1. In addition, they trained 10 psychology graduate students at Site 2, and 4 psychology graduate students at Site 3. No interprofessional training is reported.

EXP-3 - Adding Individuals Trained Example 2

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline	Enter # of Other Trainees in this Profession and Discipline Who Participated in Interprofessional Team-based care
(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8
Internship | Student - Graduate - Psychology	Site 1	Student - Graduate - Psychology	24	0
Internship | Student - Graduate - Psychology	Site 1	Student - Medical School	0	2
Internship | Student - Graduate - Psychology	Site 1	Medicine - Psychiatry	0	3
Internship | Student - Graduate - Psychology	Site 2	Student - Graduate - Psychology	15	0
Internship | Student - Graduate - Psychology	Site 2	Student - Pharmacy School	0	4

Figure 59. EXP-3 - Adding Individuals Trained Example 2

Example 2. Principal AND Interprofessional Trainees from other disciplines

- In the example on this page, the internship in graduate psychology program trained 24 of its psychology graduate students at Site 1. As part of interprofessional team-based care at this site, the training team also included 2 medical students and 3 psychiatry residents at Site 1.

- In addition, the internship in graduate psychology program **ALSO** trained 15 of its psychology graduate students at Site 2. As part of interprofessional team-based care at this site, the training team also included 4 pharmacy students at Site 2.

EXP-3 - Adding Individuals Trained Example 3

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline	Enter # of Other Trainees in this Profession and Discipline Who Participated in Interprofessional Team-based care
(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8
Internship | Student - Graduate - Psychology	Site 1	Student - Graduate - Psychology	24	10
Internship | Student - Graduate - Psychology	Site 1	Medicine - Psychiatry	0	2
Internship | Student - Graduate - Psychology	Site 2	Student - Graduate - Psychology	10	22
Internship | Student - Graduate - Psychology	Site 2	Student – Medical School	0	5

Figure 60. EXP-3 - Adding Individuals Trained Example 3

Example 3. Principal AND Other Interprofessional Trainees from the same discipline

- In the example on this page, the internship in graduate psychology program trained 24 of its psychology graduate students at Site 1. As part of interprofessional team-based care, the training team also included 10 **OTHER** psychology graduate students as well as 2 psychiatry residents from non-HRSA funded programs.

- In addition, the internship in graduate psychology program trained 10 of its psychology graduate students at Site 2. As part of interprofessional team-based care at this site, the training team also included 22 **OTHER** psychology graduate students as well as 5 medical students from non-HRSA funded programs.

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

Course Development and Enhancement—CDE Subforms

CDE - Introduction

Warning: The CDE subforms will be displayed only if you have selected the 'BHWET-3' purpose in the Grant Purpose - Setup page.

1. The CDE-1 subform is used to create new courses and update prior courses/training activities that were reported previously, but have not yet been implemented.

- The BPMH system will prepopulate the certain Blocks in the CDE-1 subform. If you are reporting for the first time in this system, there will be no data prepopulation.
- All other Blocks must be updated on a semiannual basis until the course or training activity is marked as ""Implemented.”

2. The CDE-1a subform is used to report on implemented courses and training activities.

- The BPMH system will transfer records from CDE-1 to CDE-1a when they have been marked as implemented.
- For prior records in CDE-1a, the only action required in this subform is to select whether and where each previously-implemented course or training activity previously implemented was also offered during the current reporting period.

3. The CDE-2 subform is used to report aggregate counts of individuals trained in each curriculum, based on the type of course or training activity.

Warning: Both CDE-1 and CDE-1a must be completed and validated prior to beginning CDE-2. If you reach the CDE-2 form, and no drop-down selections appear, you have not validated both CDE-1 and CDE-1a subforms.

CDE-1: Course Development and Enhancement - Course Information

CDE-1 - Setup

To provide data about courses and other training activities that have been developed or enhanced through the grant click "Yes" to the initial setup question. Clicking "Yes" will activate the form that will allow you to begin data entry.

Figure 61. CDE-1 - Setup

CDE-1 - Entering the Name of Course/Training Activity

Figure 62. CDE-1 - Entering the Name of Course/Training Activity

Name of Course or Training Activity:

- Enter the name of each NEW course or training activity that was developed or enhanced through the grant at any point during the current reporting period.
- Click the "Add Record" button to save your entry.
- Repeat this process to separately create each NEW course or training activity that was developed or enhanced through the grant.

CDE-1 - Selecting Type of Course or Training Activity

No.	Record Status	Name of Course or Training Activity (1) Block 1	Select Type of Course or Training Activity (2) Block 2	Select whether Course or Training Activity was Newly Developed or Enhanced (3) Block 3	Select Status of Development or Enhancements (4) Block 4
1	New Record	Course 1	Select one	Select one	Select one

Figure 63. CDE-1 - Selecting Type of Course or Training Activity

Select Type of Course or Training Activity: Select the type of course or training activity that was developed or enhanced through the grant by clicking on the drop-down menu in Column 2 (Block 2) and choosing one of the following options:

- Academic course
- Continuing Education courses
- Field placement/practicum
- Training/Workshop for health professions students, fellows or residents
- Clinical rotation
- Faculty development programs or activities
- Grand rounds

CDE-1 - Selecting whether Course was Newly Developed or Enhanced

Figure 64. CDE-1 - Selecting whether Course was Newly Developed or Enhanced

Select whether Course or Training Activity was Newly Developed or Enhanced: Select whether each course or training activity identified in Column 1 (Block 1) was newly developed or enhanced by clicking on the drop-down menu in Column 3 (Block 3) and choosing one of the following options:

- Enhanced
- Newly developed

Note: Select 'Newly Developed' for courses or training activities that were not in existence and were developed in their entirety through the grant.

Note: Select 'Enhanced' for courses or training activities that were in existence prior to the grant and were modified or restructured through the grant.

CDE-1 - Entering Development/Enhancement Status

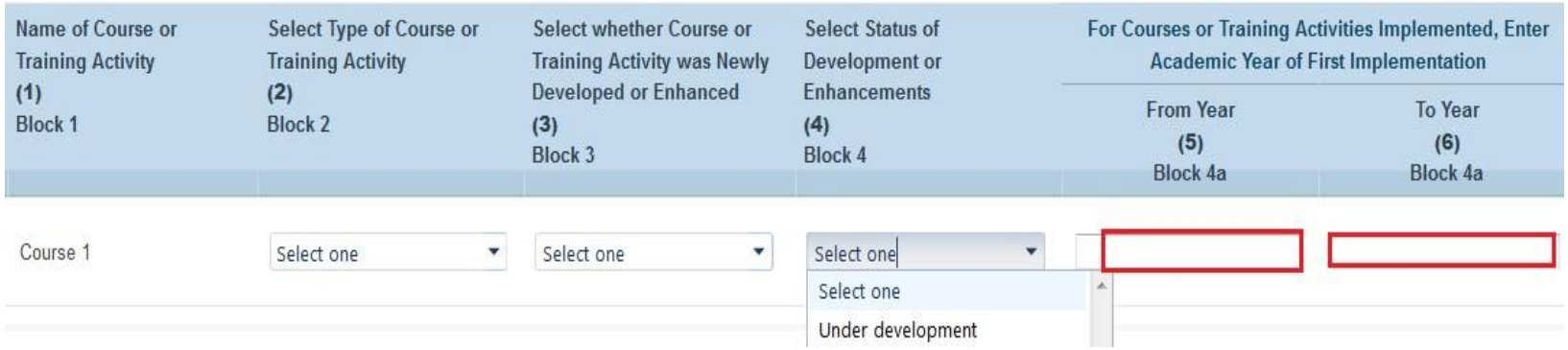


Figure 65. CDE-1 - Entering Development/Enhancement Status

Select Status of Development or Enhancements: Select each course or training activity's current status by clicking on the drop-down menu in Column 4 (Block 4) and choosing one of the following options:

- Developed, not yet implemented
- Implemented
- Under development

For Courses or Training Activities Implemented, Enter Academic Year of First Implementation: From Year:

- For courses and training activities under development leave the textboxes in Columns 5 and 6 (Block 4a) blank.
- For courses and training activities that were developed but not yet implemented, leave the textboxes in Columns 5 and 6 (Block 4a) blank.
- For developed or enhanced courses and training activities that were implemented, enter the first portion of the academic year in which each developed/enhanced course or training activity was first implemented in Columns 5 and 6 (Block 4a) using the YYYY format.

For Courses or Training Activities Implemented, Enter Academic Year of First Implementation: To Year:

- For courses and training activities under development leave the textboxes in Columns 5 and 6 (Block 4a) blank.
- For courses and training activities that were developed but not yet implemented, leave the textboxes in Columns 5 and 6 (Block 4a) blank.

- For developed or enhanced courses and training activities that were implemented, enter the second portion of the academic year in which each developed/enhanced course or training activity was first implemented in Columns 5 and 6 (Block 4a) using the YYYY format.

CDE-1 - Entering Curriculum

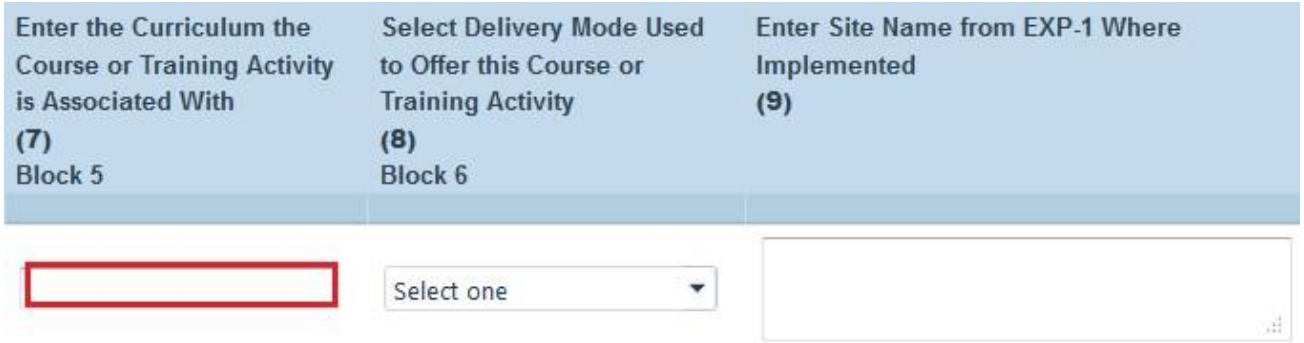


Figure 66. CDE-1 - Entering Curriculum

Enter the Curriculum the Course or Training Activity is Associated With: Type the name of the curriculum associated with each course or training activity that was developed or enhanced through the grant in the textbox in Column 7 (Block 5).

Note: If the course or training activity that was developed or enhanced is not associated with a specific curriculum, type "N/A"

CDE-1 - Selecting Delivery Mode

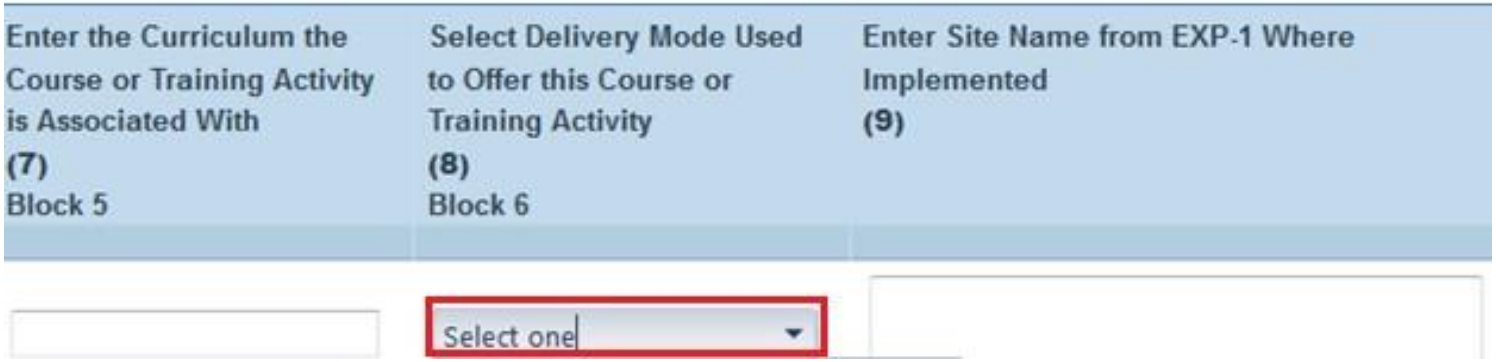


Figure 67. CDE-1 - Selecting Delivery Mode

Select Delivery Mode Used to Offer this Course or Training Activity: Select the primary mode used to deliver each course or training activity that was developed or enhanced through the grant by clicking on the drop-down menu in Column 8 (Block 6) and choosing one of the following options:

- Classroom-based
- Clinical Rotation
- Distance learning (Online, Webinar)
- Experiential/Field-based
- Hybrid

CDE-1 - Selecting EXP-1 Site Name Where Implemented

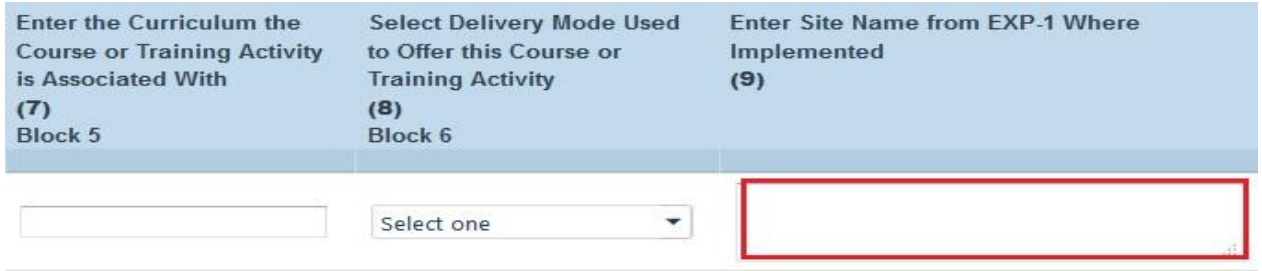


Figure 68. CDE-1 - Selecting EXP-1 Site Name Where Implemented

Enter Site Name from EXP-1 Where Implemented:

- If the course or training activity developed or enhanced through the grant was a clinical rotation, field placement/practicum or grand round and the activity was implemented during the current reporting period, select the name(s) of the site(s) where the activity took place in the dropdown box under Column #9. The name(s) of the site(s) where the activity was implemented are prepopulated from the list of clinical sites displayed in the EXP-1 subform.

- For all other records, select ""N/A"" in the dropdown box under Column #9.

Warning: You may not select "N/A" in combination with any other option.

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform..

CDE-1a: Course Development and Enhancement - Log of Courses/Training Activities Implemented

CDE-1a - Selecting Whether the Course was Offered in the Current Period

Warning: Because this is the first performance report for the BHWET program, this form will appear blank. No action is required at this time. Please hit Save and Validate to proceed.

Name of Course or Training Activity (1) Block 1	Select Type of Course or Training Activity (2) Block 2	Select whether Course or Training Activity was Newly Developed or Enhanced (3) Block 3	Select Status of Development or Enhancements (4) Block 4	For Courses or Training Activities Implemented, Enter Academic Year of First Implementation		Enter the Curriculum the Course or Training Activity is Associated With (7) Block 5	Select Delivery Mode Used to Offer this Course or Training Activity (8) Block 6	Select Whether the Course or Training Activity was Offered in the Current Reporting Period (9)
				From Year (5) Block 4a	To Year (6) Block 4a			
Medical Orders for Life-Sustaining Treatment	Faculty development progr	Enhanced	Implemented	2011	2012	Establishing a Center of Ex	Classroom-based	Select one

Figure 69. CDE-1a - Selecting Whether the Course was Offered in the Current Period

Select Whether the Course or Training Activity was Offered in the Current Reporting Period: For all records, select whether each previously-implemented course or training activity was also offered during the current reporting period by clicking on the drop-down menu in Column 9 and choosing one of the following options:

- Yes
- No

Warning: If "No" is selected for Column 9 in the CDE-1a subform, the name of that course or training activity will not display as an option in the CDE-2 subform.

CDE-1a - Selecting EXP-1 Site Name Where Implemented

Warning: Because this is the first performance report for the BHWET program, this form will appear blank. No action is required at this time. Please hit Save and Validate to proceed.

Name of Course or Training Activity (1) Block 1	Select Type of Course or Training Activity (2) Block 2	Select whether Course or Training Activity was Newly Developed or Enhanced (3) Block 3	Select Status of Development or Enhancements (4) Block 4	For Courses or Training Activities Implemented, Enter Academic Year of First Implementation		Enter the Curriculum the Course or Training Activity is Associated With (7) Block 5	Select Delivery Mode Used to Offer this Course or Training Activity (8) Block 6	Select Whether the Course or Training Activity was Offered in the Current Reporting Period (9)	Enter Site Name from EXP-1 Where Implemented (10)
				From Year (5) Block 4a	To Year (6) Block 4a				
Medical Orders for Life-Sustaining Treatment	Faculty development progr	Enhanced	Implemented	2011	2012	Establishing a Center	Classroom-based	Select one	

Figure 70. CDE-1a - Selecting EXP-1 Site Name Where Implemented

Enter Site Name from EXP-1 Where Implemented: Select the site name where each implemented course or training activity was offered during the current reporting period according to the following directions:

- Use the drop-down menu of EXP-1 sites in Column 10 to select all of the names of sites where the course or activity took place for courses/activities marked in Column 2 (Block 2).
- Use the drop-down menu of EXP-1 sites in Column 10 to select “N/A” for courses/activities marked in Column 2 (Block 2).

Warning: You may not select "N/A" in combination with any other option

To Complete the Form: Click on the “Save and Validate” button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

CDE-2: Course Development and Enhancement - Trainees by Profession/Discipline

CDE-2 - Adding Courses and Profession/Disciplines

Warning: Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

Figure 71. CDE-2 - Adding Courses and Profession/Disciplines

Name of Course or Training Activity: Select the name of one course or training activity by clicking on the drop-down menu next to "Name of Course or Training Activity" and choosing one of the available options. Only the names of courses or workshops for students that were marked as "Implemented" in the CDE-1 subform (for new records) or marked as "Offered" in the CDE-1a subform (for previous records) will appear as options in the drop-down menu.

Profession and Discipline of Individuals Trained:

1. Select all of the profession(s) and discipline(s) of individuals trained through each course or workshop offered during the current reporting period by choosing all that apply from the options below.
2. Click on the “Add Record” button.
3. Repeat this process to capture the professions and disciplines of all individuals trained in each course or workshop offered during the current reporting period.

- Behavioral Health - Clinical Psychology
- Behavioral Health - Marriage and Family Therapy
- Behavioral Health - Pastoral/Spiritual Care
- Behavioral Health - Clinical Social Work
- Behavioral Health - Other Psychology
- Dentistry - Dental Hygiene
- Dentistry - Oral Surgery Dentistry
- Dentistry - Pediatric Dentistry
- Behavioral Health - Counseling Psychology
- Behavioral Health - Other Social Work, Substance Abuse/Addictions Counseling
- Dentistry - Endodontic Dentistry
- Dentistry - Orthodontic Dentistry
- Dentistry - Periodontic Dentistry

- Dentistry - General Dentistry
- Dentistry - Pathology Dentistry
- Dentistry - Prosthodontic Dentistry
- Medicine - Aerospace Medicine
- Medicine - Colon and Rectal Surgery
- Medicine - Family Medicine
- Medicine - Integrative Medicine
- Medicine - Internal Medicine/Pediatrics
- Medicine - Neurology
- Medicine - Occupational Medicine
- Medicine - Other
- Medicine - Pediatrics
- Medicine - Plastic Surgery - Integrated
- Medicine - Preventive Medicine/Internal Medicine
- Medicine - Radiation Oncology
- Medicine - Thoracic Surgery
- Medicine - Vascular Surgery - Integrated
- Nursing - CNS - Geropsychiatric
- Nursing - CNS - Psychiatric/Mental health
- Nursing - Licensed practical/vocational nurse (LPN/LVN)
- Nursing - NP - Adult gerontology
- Nursing - NP - Emergency care
- Nursing - NP - Geropsychiatric
- Nursing - NP - Women's health
- Nursing - Nurse educator
- Nursing - Public health nurse
- Other - Audiology
- Dentistry - Public Health Dentistry
- Medicine - Allergy and Immunology
- Medicine - Dermatology
- Medicine - Geriatric Psychiatry
- Medicine - Internal Medicine
- Medicine - Medical Genetics
- Medicine - Nuclear Medicine
- Medicine - Ophthalmology
- Medicine - Otolaryngology
- Medicine - Physical Medicine and Rehabilitation
- Medicine - Preventive Medicine
- Medicine - Preventive Medicine/Public Health
- Medicine - Radiology - Diagnostic
- Medicine - Thoracic Surgery - Integrated
- Nursing - CNS - Adult gerontology
- Nursing - CNS - Neonatal
- Nursing - CNS - Women's health
- Nursing - NP - Acute care adult gerontology
- Nursing - NP - Adult Psychiatric/Mental health
- Nursing - NP - Family
- Nursing - NP - Neonatal
- Nursing - Nurse administrator
- Nursing - Nurse informaticist
- Nursing - Registered Nurse
- Other - Chiropractic
- Other - Facility Administrator
- Other - Health Informatics/Health Information Technology
- Other - Medical Laboratory
- Dentistry - Radiology Dentistry
- Medicine - Anesthesiology
- Medicine - Emergency Medicine
- Medicine - Geriatrics
- Medicine - Internal Medicine/Family Medicine
- Medicine - Neurological Surgery
- Medicine - Obstetrics and Gynecology
- Medicine - Orthopaedic Surgery
- Medicine - Pathology - Anatomical and Clinical
- Medicine - Plastic Surgery
- Medicine - Preventive Medicine/Family Medicine
- Medicine - Psychiatry
- Medicine - Surgery - General
- Medicine - Urology
- Nursing - CNS - Family
- Nursing - CNS - Pediatrics
- Nursing - Home Health Aide
- Nursing - NP - Acute care pediatric
- Nursing - NP - Child/Adolescent Psychiatric/Mental Health
- Nursing - NP - Family Psychiatric/Mental Health
- Nursing - NP - Pediatrics
- Nursing - Nurse anesthetist
- Nursing - Nurse midwife
- Nursing - Researcher/Scientist
- Other - Community Health Worker
- Other - First Responder/EMT
- Other - Lay and Family Caregiver
- Other - Midwife
- Other - Office/Support Staff

- Other - Direct Service Worker
- Other - Health Education Specialist
- Other - Medical Assistant
- Other - Midwife (non-nurse)
- Other - Optometry
- Other - Podiatry
- Other - Registered Dietician
- Other - Speech Therapy
- Paraprofessional - Behavioral Health Technician/Aide
- Paraprofessional - Mental Health Worker
- Paraprofessional - Peer Paraprofessional
- Paraprofessional - Substance Use/ Addictions Worker
- Public Health - Biostatistics
- Public Health - Epidemiology
- Public Health - Infectious Disease Control
- Public Health - Social & Behavioral Sciences
- Student - CNS - Family
- Student - CNS - Pediatrics
- Student - Dental Assistant
- Student - Diploma/Certificate
- Student - Graduate - Nursing Masters
- Student - Graduate - Professional Counseling
- Student - Graduate - Social Work
- Student - Law School
- Student - NP - Acute care adult gerontology
- Student - NP - Adult Technology
- Other - Occupational Therapy
- Other - Pharmacy
- Other - Profession Not Listed
- Other - Respiratory Therapy
- Other - Unknown
- Paraprofessional - Community Health Representative
- Paraprofessional - Other
- Paraprofessional - Promotora
- Paraprofessional - Youth Worker
- Public Health - Disease Prevention & Health Promotion
- Public Health - Health Administration
- Public Health - Injury Control & Prevention
- Student - Alternative/Complementary Nursing
- Student - CNS - Geropsychiatric
- Student - CNS - Psychiatric/Mental health
- Student - Dental Hygiene
- Student - Graduate - Marriage and Family Therapy
- Student - Graduate - Other
- Student - Graduate - Psychology
- Student - Health Informatics
- Student - Licensed Practical/Vocational Nurse (LPN/LVN)
- Student - NP - Acute care pediatric
- Student - NP - Child/Adolescent Psychiatric/Mental Health
- Student - NP - Family
- Other - Physical Therapy
- Other - Radiologic technology
- Other - Speech Pathology
- Other - Veterinary Medicine
- Paraprofessional - Community Health Worker
- Paraprofessional - Outreach Worker
- Paraprofessional - Social Services Aide
- Physician Assistant
- Public Health - Environmental Health
- Public Health - Health Policy & Management
- Public Health - Nutrition
- Student - CNS - Adult gerontology
- Student - CNS - Neonatal
- Student - CNS - Women’s health
- Student - Dental School
- Student - Graduate - Nursing Doctorate
- Student - Graduate - Other Behavioral Health
- Student - Graduate - Public Health
- Student - Home Health Aide
- Student - Medical School
- Student - NP - Adult gerontology
- Student - NP - Emergency care
- Student - NP - Geropsychiatric
- Student - NP - Pediatrics
- Student - Paraprofessional - Behavioral Health Technician/Aide
- Student - Paraprofessional - Mental Health Worker
- Student - Paraprofessional - Peer Paraprofessional
- Student - Paraprofessional - Substance Use/

Psychiatric/Mental health

- Student - NP - Family
- Student - NP - Neonatal
- Student - NP - Psychiatric/Mental health
- Student - Paraprofessional - Community Health Representative
- Student - Paraprofessional - Other
- Student - Paraprofessional - Promotora
- Student - Paraprofessional - Youth Worker
- Student - Physician Assistant
- Student - Undergraduate - Other Psychiatric/Mental Health
- Student - NP - Other advanced nurse specialists
- Student - NP - Women's health
- Student - Paraprofessional - Community Health Worker
- Student - Paraprofessional - Outreach Worker
- Student - Paraprofessional - Social Services Aide
- Student - Pharmacy School
- Student - Post - high school / Pre - college
- Student - Undergraduate - Public Health Addictions Worker
- Student - Physical Therapy
- Student - Registered nurse (RN)

Note: CDE-2 is used to report trainee counts for academic courses, training workshops, grand rounds, clinical rotations, and field placement/practica that were offered during the current reporting period. Trainee counts for faculty development participants are captured separately with the FD-subforms and continuing education participants are reported with the CE subforms.

CDE-2 - Entering # Trained in the Profession and Discipline

Name of Course or Training Activity (1) Block 1	Profession and Discipline of Individuals Trained (2) Block 7	Enter # Trained in this Profession and Discipline (3) Block 7
Course 1	Behavioral Health - Clinical Psychology	

Figure 72. CDE-2 - Entering # Trained in the Profession and Discipline

Enter # Trained in this Profession and Discipline: Enter the number of individuals trained from that profession and discipline in the Column 3.

To Complete the Form: Click on the "Save and Validate" button located on the bottom right corner of your screen. If no errors are found, the BPMH system will automatically route you to the next required subform.

Printing Your Performance Report

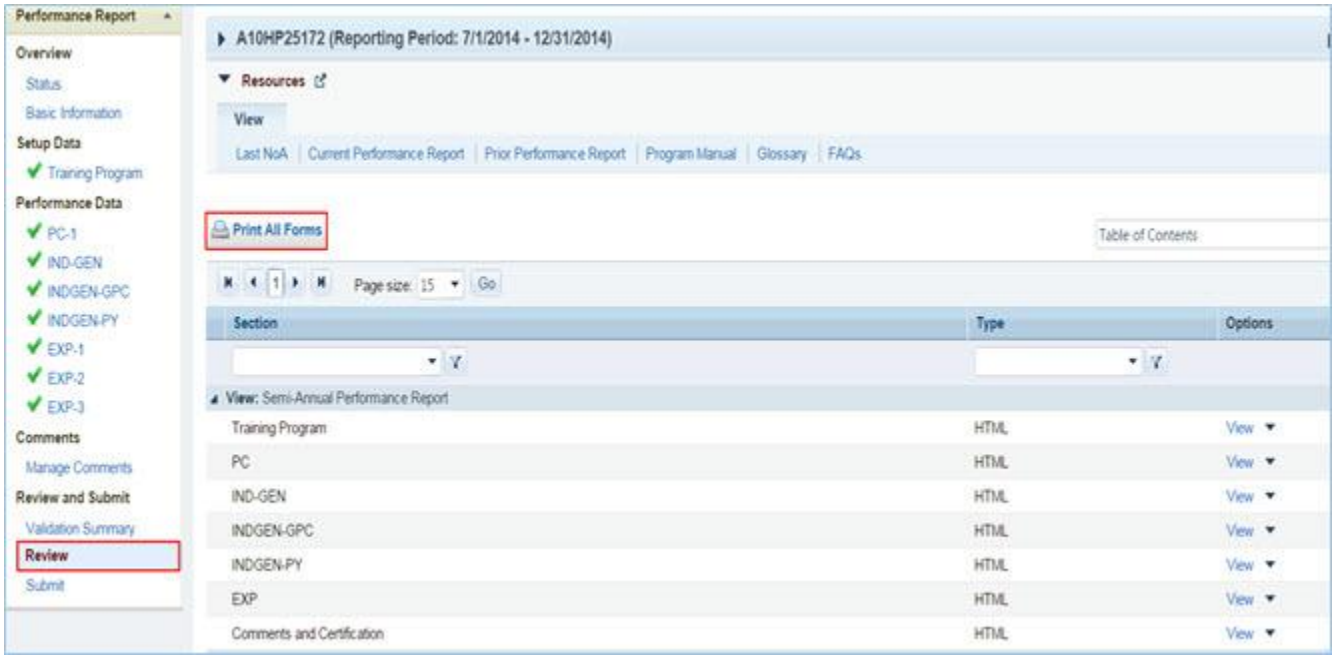


Figure 73. Screenshot of Printing Your Performance Report

1. To print the entire performance report, expand the left side menu of your report and click the 'Review' link under the 'Review and submit' section. You will be directed to the Review page.

2. Next, click the 'Print All Forms' button below the Resources section of the Review Page.

Submitting Your Performance Report

1. To submit your performance report, expand the left side menu of your report and click the 'Submit' link under the 'Review and submit' section. You will be directed to the Submit Report. On the Submit Report page, ensure that the status of all forms is 'Complete' with a green check mark. Click the 'Submit' button on the bottom right corner of this page.

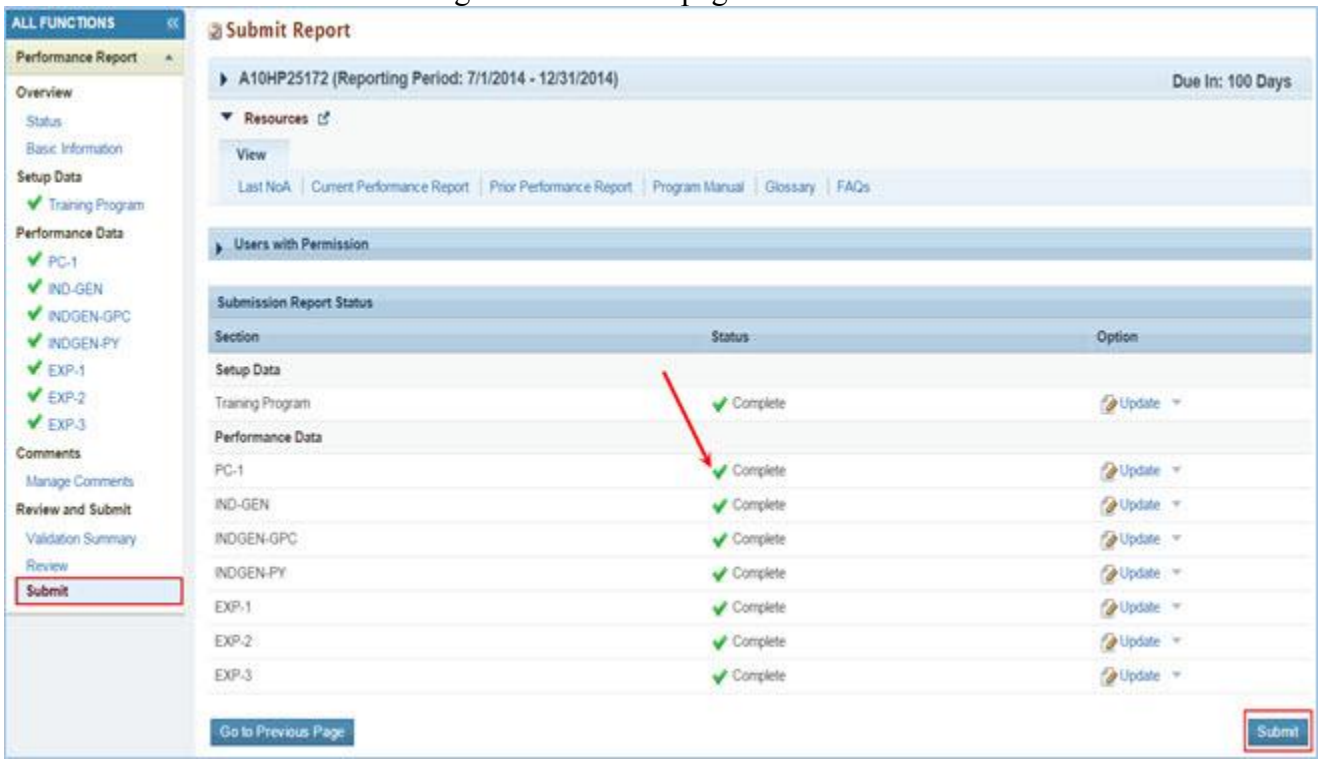


Figure 74. Screenshot of the Submit Report Page

2. After step 1, you will be directed to the Submit Report-Confirm page. On this page, check the box under the 'Certification' section and click the 'Confirm' button on the bottom right corner of your screen to submit your report to HRSA. You will receive a confirmation message on your next screen.

Figure 75. Screenshot of the Submit Report - Confirm Page

Figure 76. Screenshot of the Submit Report - Confirm Page

Appendix A: Glossary

This glossary contains general definitions for terms that are used throughout the BPMH system. Some terms may be defined in multiple ways by different programs due to their authorizing statutes and/or the nature of training activities offered. If you are unsure about how to define a term that is central to your program, please refer to the authorizing statute, the Funding Opportunity Announcement and/or your Government Project Officer for clarification.

Attrition is the act of permanently leaving a training program or training activity before completion. An individual is counted as having attrited if s/he leaves a training program or training activity for any reason before completing all training requirements.

BHW-funded financial awards are monies from a grant funded by BHW that are provided to an individual by a grantee institution or organization for the purposes of defraying costs associated with participation in a training program or training activity. The types and definitions of BHW-funded financial awards are listed below:

1. **Career Award**: A financial award provided to current faculty for the purposes of facilitating professional growth and advancement in the academic setting.
2. **Fellowship**: A financial award provided to a Fellow for the purposes of defraying costs associated with advanced training in a specific content area.
3. **Scholarship**: A financial award provided to a student enrolled in a degree program at an educational institution for the sole purpose of covering expenses associated with tuition.
4. **Stipend**: A financial award provided to an individual for the purposes of defraying costs associated with a training program or training activity.
5. **Traineeship**: A financial award provided to a student enrolled in an advanced training program at an educational institution for the purposes of defraying costs associated with advanced training in a specific content area.
6. **Loan**: A financial award provided to a student enrolled in a degree program at an educational institution for the purposes of defraying costs associated with that degree program. Loans must be repaid in accordance with terms specified in a promissory note.
7. **Loan Repayment**: A financial award provided to an individual that is conditional on their agreement to provide specific types of services for a specified amount of time. Under this agreement, an individual may have part or all of their student loans paid off so long as they meet all specified requirements.

Campus-based degree program is a degree program that requires students to complete all academic coursework at the college or university campus.

Contact hours are the number of hours that an individual receives training in a specific setting.

Continuing education is a training activity or series of training activities offered to members of the **current** workforce who have already completed a training program in their profession. Generally, continuing education sessions are offered to existing professionals and do not include or target students as primary participants.

Curriculum is the aggregate content of multiple learning activities offered by an organization a specific topic area. Commonly, the term curriculum is used to describe the number and type of academic courses within a degree program. The term can also be used to describe the number and type of learning activities for faculty and other non-degree related training programs.

Didactic training is the process of instruction between a designated faculty and an individual or group of individuals.

Direct financial support program is a type of grant that provides individuals, via grantee organizations, with a BHW-funded financial award to help defray costs associated with participation in a training program or training activity.

Disadvantaged background is a citizen, national, or a lawful permanent resident of the United States or the District of Columbia, the Commonwealths of Puerto Rico or the Marianas Islands, the Virgin Islands, Guam, the American Samoa, the Trust Territory of the Pacific Islands, the Republic of Palau, the Republic of the Marshall Islands and the Federated State of Micronesia who either:

- Comes from an environment that has inhibited the individual from obtaining the knowledge, skill, and abilities required to enroll in and graduate from a health professions school, or from a program providing education or training in an allied health profession; OR
- Comes from a family with an annual income below a level based on low income thresholds according to family size published by the U.S. Bureau of Census, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary, HHS, for use in health professions and nursing programs.

Enhanced course or other training activity is a specific type of training activity that was in existence at the grantee institution or organization and has been modified or restructured as part of the grant project.

Enrollee is an individual who is actively matriculated or registered in a training program or training activity. For the purposes of performance reporting, the training category of "enrollees" does not include graduates, program completers, fellows or residents.

Ethnicity is the ethnic ancestry or origin of an individual or group of individuals. For the purposes of performance reporting, the Office of Management and Budget requires that ethnicity be classified as "Hispanic or Latino Origin" and "Non-Hispanic or Latino Origin". Individuals identifying as "Hispanic or Latino" are of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Experiential training is the process of instruction between a designated faculty and an individual or group of individuals that includes a component of direct work experience.

Faculty is an individual or group of individuals who have been deemed qualified by an organization to provide instruction to others on a specific topic area.

Faculty development activity is generally a stand-alone single training activity provided to faculty for the purposes of additional training and/or faculty development. Faculty development activities can include conferences, workshops or grand rounds and do not necessarily have to be offered at or by the grantee institution or organization. It is the same as an “Unstructured faculty development activity”.

Faculty instruction are those courses, workshops, seminars, grand rounds or other training activities that are led by faculty for the purposes of providing training to other individuals (e.g., students, fellows, residents). Faculty instruction does not refer to training activities undertaken by faculty for the purposes of additional training or faculty development (see Structured Faculty Development Program and/or Unstructured Faculty Development Activity).

Federally Qualified Health Centers (FQHC) are public and private non-profit health care organizations that meet certain criteria under the Medicare and Medicaid Programs (respectively, Sections 1861(aa)(4) and 1905(l)(2)(B) of the Social Security Act and receive funds under the Health Center Program (Section 330 of the Public Health Service Act).

Fellowship is a training program that provides an individual or group of individuals (known as "fellows") with advanced training in a general content area. Fellows generally receive a financial award to help defray costs associated with advanced training (also referred to as a "fellowship").

Full-time refers to the number of days per week and/or months per year representing full-time effort at the applicant/recipient organization, as specified in organizational policy. For a student, it means a student who is enrolled full-time as defined by the organization. The organization’s policy must be applied consistently, regardless of the source of support.

Graduate is an individual who has completed all requirements for a degree-bearing training program at an educational institution.

Hybrid degree program is a degree program that requires students to complete academic coursework at the campus, as well as through distance learning.

Instructional hours are the duration of a training activity or training program in clock hours.

Infrastructure program is a type of grant designed to enhance the scope, quality, and opportunities for health professions training programs or training activities. Infrastructure programs do not provide individuals with any type of BHW-funded financial awards.

Internship is a type of training activity that can either be a(n): a) component of a degree-bearing program or b) entry-level employment that provides an individual with relevant workforce experience.

Interprofessional education is the process of learning among a group of individuals from two (2) or more professions.

Interprofessional practice is the provision of care or services to an individual or group of individuals by workers from two (2) or more professions.

Medically Underserved Community (MUC) is a geographic location or population of individuals that is eligible for designation by a state and/or the federal government as a health professions shortage area (HPSA); medically underserved area (MUA) and/or medically underserved population (MUP). These communities have limited access to primary health care services. The term MUC is an umbrella term that can be used to describe any location that meets one or more of the previously identified designations.

Multipurpose/Hybrid program is a type of grant that is designed to: a) provide individuals, via grantee organizations, with a BHW-funded financial award to help defray costs associated with health professions training; **and b)** enhance the scope, quality, and opportunities for health professions training programs or training activities.

Newly developed course or other training activity is a specific type of training activity that was not in existence at the grantee institution or organization and was developed in its entirety as part of the grant project.

Online degree program is a degree program that requires students to complete all academic coursework through distance learning.

Partner/consortium is an organization or group of organizations that provide(s) resources and/or support to grantees for the implementation of training programs and/or training activities.

Patient encounter is a direct interaction between a designated caregiver and a patient for the purposes of health care.

Practicum is a type of experiential training activity. (See "Experiential training").

Primary care is the provision of integrated, accessible health services by clinicians who are accountable for addressing a large majority of personal health care needs, developing a sustained partnership with patients, and practicing in the context of family and community.

Primary care setting is a facility that is staffed with professionals who provide primary care. (See "Primary Care")

Profession & discipline is a phrase that identifies a general occupation (profession) and, where applicable, a type of specialty within that occupation (discipline).

Program completer is an individual who has completed all requirements for a non-degree bearing training program or training activity. (See "Graduate" for individuals who complete all requirements of a degree-bearing training program)

Publication is a written material that has been submitted to and accepted by a publishing authority as part of a collection of related work.

Race is an individual's self-identified affiliation with one (1) or more of the following origins:

- **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American** – A person having origins in any of the Black racial groups of Africa.
- **American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Residency is a training program that provides an individual or group of individuals (known as "residents") with advanced clinical training in a specialty area.

Residential background is/are the type/s of location/s an individual has established residence in.

Rural is a geographical area that is not part of a Metropolitan Statistical Area (MSA). *Note: To determine if a specific geographical area is considered rural, go to HRSA's Office of Rural Health Policy.*

Structured faculty development program is a series of curriculum-based training activities that are provided to faculty over a specific amount of time for the purposes of additional training and/or faculty development. Structured faculty development programs can be degree-bearing, certificate-bearing and do not necessarily have to be offered at or by the grantee institution or organization.

Structured training program is a series of curriculum-based training activities that are provided to an individual or groups of individuals over a specific amount of time.

Trainee is an individual who participates in a training program or training activity.

Underrepresented Minority (URM) is an individual from a racial and/or ethnic group that is considered inadequately represented in a specific profession relative to the numbers of that racial and/or ethnic group in the general population. **Note: For the purposes of the health professions, BHW considers individuals who are from the following racial and ethnic backgrounds to be underrepresented:**

- Black or African American
- Hispanic (all races)
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native

Unstructured faculty development activity is generally a stand-alone single training activity provided to faculty for the purposes of additional training and/or faculty development. Unstructured faculty development activities can include conferences, workshops, or grand rounds and do not necessarily have to be offered at or by the grantee institution or organization.

Unstructured training activity is generally a stand-alone single training activity that is not part of a curriculum.

Veteran is any person who served in one (1) of the seven (7) uniformed services of the United States. The seven uniform services include: the United States Army, Navy, Air Force, Marines, Coast Guard, Public Health Service, and National Oceanic & Atmospheric Administration Commissioned Officers Corps.

Vulnerable populations are groups of individuals at higher risk for health disparities by virtue of their race or ethnicity, socio-economic status, geography, gender, age, disability status, and other risk factors associated with sex and gender.

Appendix B: FAQs

General FAQs:

Q1: When is the due date for the performance report?

A1: Performance reports are due by **July 31, 2015** for all programs. No extensions will be granted beyond this date. Failure to submit a performance report by your due date may place your grant in a non-compliant status.

Q2: What dates does the performance report cover?

A2: The performance report submitted by grantees should cover all activities conducted through the grant for the period **July 01, 2014 - June 30, 2015**.

Q3: Is it possible to change data entered incorrectly in a prior reporting period?

A3: No. Data entered in a previous reporting period cannot be edited. It is important that grantees endeavor to provide the most accurate data during each reporting period.

FAQs about the Program Characteristics (PC) forms:

Q4: Do I need to set up my training program again if it is being reused in the current reporting period?

A4: No. If you previously reported on a training program, you do not need to set up the program again. All of your previously used training programs will be displayed in your training program setup menu with a record status of 'Prior Record' displayed.

Q5: What are the status options for the different types of programs?

A5: Structured and Unstructured Training programs use program status options of "Ongoing" or "Complete." All other types of training programs (degree/certificate, internships, fellowships, 1-year retraining, practica/field placements, and residencies) use the status options of "Active" and "Inactive."

Q6: In the PC forms, do we count all trainees in our program regardless of the year of study; include full-time/part-time trainees, etc.?

A6: Yes, as long as trainees are enrolled or participating in the training program identified under Block 1.

Q7: Are we required to provide this information only on the trainees in the programs we received funding for?

A7: The PC tables capture information about the universe of trainees regardless of funding status at your school. This is the only form that collects this type of information in aggregate.

FAQs about the LR-1 through DV-3 forms:

Q8: In prior reports, the LR-1, LR-2 and DV tables reported unduplicated counts. In this current reporting format, will we be reporting duplicated counts for those tables?

A8: The new format requires grantees to provide counts by training program. While we understand that an individual may participate in multiple programs offered by grantees, this new approach will allow us to better understand each program separately.

Q9: In the LR- and DV- tables, are the counts for graduates and/or program completers a subset of the total trainee number or are they to be reported separately?

A9: On the LR- and DV- forms, graduates and program completers are not reported as a subset of the current trainee total. Please report aggregate counts of trainees (e.g., enrollees, residents, and fellows) SEPARATELY from the aggregate counts of graduates or program completers.

Q10: What address should we use to determine if an individual is considered to come from a rural residential background? Do we consider a student's high school address, medical school address or childhood home address?

A10: It depends on the information available. The definition of rural residential background is based on whether an individual has ever lived in a rural area. Grantees may choose to use the address prior to matriculation or the institution's address.

FAQs about the INDGEN form:

Q11: Where do we get the Trainee Unique ID?

A11: Grantees are responsible for developing a unique ID for each individual for which an INDGEN entry is required. Grantees must keep a log of these unique IDs in order to provide semiannual and 1-year follow-up updates through the BPMH system.

Q12: What are the characters of the 7 digit unique ID?

A12: Each unique ID must be made up of 7 alphanumeric characters (meaning that, you may use a combination of both letters and numbers).

Q13: Are INDGEN records from the last semiannual period stored in the EHB?

A13: It depends. All INDGEN records that were reported during prior reporting periods will be shown in your INDGEN table as 'Prior Records' until (a) the record is marked as a graduate/ program completer, or (b) the individual permanently discontinues participation in the training program (i.e., attrition). Any INDGEN record that was marked as having graduated or completed will be transferred into INDGEN-GPC for the next reporting period. INDGEN records for individuals who permanently discontinued training will not re-populate in EHB in the next reporting period.

Q14: Last year we created individual participant codes (Unique IDs) to be included in the INDGEN table. If any of those participants attend a new training cycle this year, should we use the same code for that participant, or create a new code for that participant? Are those codes needed this year?

A14: The purpose of the Unique ID is to track an individual's training participation over time. If the same individual is simultaneously participating in multiple training programs, you should use the same unique ID. Note that each training program must also have a unique name. The same unique ID-training program combination cannot be present in more than one location (INDGEN/INDGEN-GPC/INDGEN-PY).

Q15: What if an individual already listed on INDGEN did not receive a financial award during the six month reporting period?

A15: If an individual from a prior record did not receive a financial award during the current reporting period, please indicate this under Block 11. The record will remain on INDGEN until this individual is marked as a graduate/program completer or a drop-out of the training program.

Q16: Is there an option to report Ethnicity as unknown?

A16: No. While there is an option for "Not Reported" on the INDGEN form, grantees are expected to collect race and ethnicity data on each individual for whom an INDGEN entry is required. If the option of "Not Reported" is selected for an individual's race, ethnicity or any other of the core demographic variables, it is expected that the grantee will collect this information and provide an update by the next reporting period.

Q17: Is reporting the underrepresented Asian distinction no longer included? The loss of the Asian Underrepresented category is a real loss to describing the diversity of our enrollees and their under-representation in medicine – any suggestions on how we can still express this diversity within our report?

A17: The definition of an underrepresented minority (URM) included in the instruction manuals specifically states that a URM is "is an individual from a racial and/or ethnic group that is considered inadequately represented in a specific profession relative to the numbers of that racial and/or ethnic group in the general population". While some professional or accrediting organizations collect detailed information on Asian subpopulations, data sources for the general population (i.e., the Census) do not. Therefore, it is not possible to determine that specific Asian subpopulations are underrepresented relative to the general population. Furthermore, federal agencies have been directed by the Office of Management and Budget to

collect race/ethnicity data in a manner consistent with that used for the Census. As a result, all race and ethnicity categories displayed in the INDGEN sub-form are identical to those used in the Census.

Q18: Can we use our institutions definitions/standards for disadvantaged background?

A18: The BHW definition of disadvantaged background is included in the glossary of each instruction manual. As long as an institution's definition or standard does not contradict the federal definition of disadvantaged, then grantees may choose to count individuals who have been deemed disadvantaged by the institution. Otherwise, you must use the definition for disadvantaged background located in your program manual glossary.

Q19: Do we report full time faculty who receive salary support for teaching or administrative responsibilities?

A19: It depends on whether a specific faculty member is part of the project. For project staff (including faculty), this information is not required as it is captured in your grant's budget documents.

Q20: Do conference registration fees count as financial support?

A20: Yes, but only for non-project staff.

Q21: How do we find out an individual's family income?

A21: The institution's financial aid office should have that information, as part of the required application for financial aid.

Q22: For veteran status, are we asking only for the student or trainee's status, or the trainee's family status (e.g. dependent of veteran, spouse of veteran, etc.)?

A22: Only the trainee's status should be reported.

Q23: How is the academic year funding total calculated?

A23: The academic year total is automatically calculated in EHB as the sum of both semiannual amounts within the same academic year. This means that during data entry for the first semiannual period, the automatically calculated totals for the current reporting period and academic year total will be the same. When you enter, save, and validate the funding amount for the second semiannual period, the academic year total will automatically recalculate and will sum the two semiannual amounts.

Q24: How is the cumulative funding total calculated?

A24: The cumulative funding total is automatically re-calculated each semiannual period in EHB. This is the total of each semiannual amount that has been entered for the individual record either (a) across the life of the grant or (b) since the BPMH system has been in use starting with Academic Year 2012-2013.

FAQs about the INDGEN-PY form:

Q25: How do I use the INDGEN-PY form?

A25: One year after an INDGEN record is marked as a graduate/program completer, you will be asked to provide an update on the individual's employment/enrollment status. The INDGEN-PY form will automatically pre-populate with the individual records that appeared in the INDGEN-GPC form in the previous reporting period.

FAQs about the Experiential Training (EXP) forms:

Q26: What training sites do I need to report on this form? Is it all of the sites our program uses?

A26: Grantees should report only on sites used to provide training to students, trainees, or faculty supported by the grant during the current reporting period.

Q27: Our hospital provides multiple training sites for our trainees. Do I list the hospital or the specific clinics and offices within the hospital?

A27: You should list the specific clinics and offices within the hospital that provide training to supported trainees for the EXP forms.

Q28: Do I need to list a site more than once on EXP-2?

A28: You may need to list a site multiple times on the EXP-2 form. For sites that provide training to students, trainees and faculty from different training programs, it should be listed on the form for each training program the grant sponsors.

Q29: How can I report Interprofessional team-based care at the training sites?

A29: Interprofessional team-based care reporting is a three-step process on the EXP-3 form. After identifying the training program and site, the first step is to select ALL of the professions and disciplines represented on the interprofessional team (including the profession of the principal-HRSA sponsored trainees). The second step is to provide the number of trainees (by discipline) who were trained by the HRSA-sponsored program (principal trainees). The final step is to provide the number of other trainees (by discipline) who were trained at the site, alongside the principal trainees, but were not enrolled in the HRSA-sponsored program.

FAQs about the Curriculum Development and Enhancement (CDE) forms:

Q30: What if courses are created with a variety of funding sources?

A30: Grantees should complete a CDE-1 entry for each course or training activity that was developed or enhanced using any amount of HRSA grant funds.

Q31: Why do only some of the courses I entered last time appear in the CDE-1 form this time?

A:31 Only courses that were marked as 'Under Development' or 'Developed but Not Yet Implemented' will pre-populate the CDE-1 table. Courses marked as 'Implemented' will pre-populate the new CDE-1a table.

Q32: For CDE-2, do we report on all attendees or only those directly funded by a BHW-funded program for this reporting period?

A32: For the purposes of the CDE-2 form, count all individuals trained (whether or not the individuals received direct financial support) through courses or training activities developed or enhanced using any BHW funds during the current reporting period.

FAQs about the Faculty Development (FD) forms:

Q33: What is the difference between a structured faculty development program and an unstructured faculty development activity?

A33: Structured and unstructured faculty development programs differ in a few ways. Generally, structured faculty development programs are administered over a longer period of time and involve multiple meetings/sessions. Additionally, structured programs tend to be curriculum-driven, and may lead to the conferral of a degree or certificate. In contrast, unstructured faculty development activities are shorter in duration, and are single, stand-alone trainings. Faculty development activities include conferences, workshops, and grand rounds.

FAQs about the Continuing Education (CE) forms:

Q34: For CE-2, do we report on all attendees or only those directly funded by a BHW-funded program for this reporting period?

A34: For the purposes of the CE-2 form, count all individuals trained (whether or not the individuals received direct financial support) through courses or training activities developed or enhanced using any BHW funds during the current reporting period. Individuals attending CE trainings should be current providers, rather than students.

FAQs about Technical Support & Assistance:

Q35: Who do we contact if we need technical assistance entering data in EHB?

A35: Grantees should contact HRSA's Call Center for any type of questions related to the performance report. The Call Center can be reached via phone at 1-877-464-4772.

Q36: Where will grantees be able to locate the instruction manuals for the performance reports?

A36: Grantees will be able to access their program-specific instruction manual through the EHB. In addition, the manuals will be posted on the BHW grants website at http://bhw.hrsa.gov/grants/reporting/index.html.

Q37: Is there a way to look at the data forms required for my program without logging into EHB?

A37: Yes. Grantees will be able to view a program-specific overview of the required performance measure forms on the BHW grants website at http://bhw.hrsa.gov/grants/reporting/index.html.

Q38: Are reports from prior years stored in the EHBs?

A38: Yes. Grantees can locate reports from prior reporting periods in EHB by using any of the following methods:

a) Clicking the ‘view prior period data’ link within a form or under your Resources tab;

b) Going into your grant folder and searching for previously completed reports; or

c) Clicking on the "submissions" link in the left side navigation menu.

Q39: Will the information we are submitting in this reporting period be automatically used to populate the forms in the future?

A39: Yes. Depending on the form, certain data fields will prepopulate for future reporting periods based on the data you enter when the record is initially created. For example, information reported on the EXP-1 and EXP-2 forms for training sites used will carry over each reporting period. Similarly, much of the information reported on the INDGEN form will also carry over each reporting period until the individual completes their specific training program or permanently leaves before completion.