

ACADEMIC YEAR 2015-2016



**Instruction Manual for Grantees of the
Physician Assistant Training in Primary Care**

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 **Physician Assistant Training in Primary Care** grant program:
 - **Plan, develop and operate an education program to train physician assistants to practice in primary care settings.**
 - **Plan, develop and operate an education program for individuals who will teach primary care in physician assistant training programs.**
2. Data submitted by grantees of the program must cover all activities that took place between **July 01, 2015 - June 30, 2016** (referred to as **Annual Performance Report**)
3. **The PRGCA is due no later than August 01, 2016.** 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/877-464-4772** 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 annual collection of performance measures across all grants and cooperative agreements funded through the Health Resources and Services Administration's Bureau of Health Workforce (BHW) (OMB # **0915-0061**). 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 annual 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.



The screenshot shows a web interface for a subform. At the top left, there is a link labeled "View Prior Period Data" which is highlighted with a red rectangular box. Below this link, the text "Fields with * are required" is displayed. A blue horizontal bar contains the text "Add Training Program" with a red asterisk. Below this bar, there is a label "Select Type of Training Program Offered" followed by a dropdown menu. A note in parentheses says "(Click the 'Load Program Details' button after selecting your training program)". To the right of the dropdown menu, there is another dropdown menu with the text "Select One" and a downward arrow.

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

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	PAT-1
3	Setup Form	Setup Forms	Faculty Development	PAT-1
4	Performance Data Form	Program Characteristics-PC Subforms	PC-1	PAT-1
5	Performance Data Form	Program Characteristics-PC Subforms	PC-9	PAT-1
6	Performance Data Form	Legislative Requirements & Demographic Variables-LR and DV Subforms	LR-1a	PAT-1
7	Performance Data Form	Legislative Requirements & Demographic Variables-LR and DV Subforms	LR-2	PAT-1

Order	Type of Form	Parent Form	Form ID	Applicable Grant Purpose(s)
8	Performance Data Form	Legislative Requirements & Demographic Variables-LR and DV Subforms	DV-1	PAT-1
9	Performance Data Form	Legislative Requirements & Demographic Variables-LR and DV Subforms	DV-2	PAT-1
10	Performance Data Form	Legislative Requirements & Demographic Variables-LR and DV Subforms	DV-3	PAT-1
11	Performance Data Form	Individual Characteristics-INDGEN Subforms	IND-GEN	PAT-1
12	Performance Data Form	Individual Characteristics-INDGEN Subforms	INDGEN-PY	PAT-1
13	Performance Data Form	Experiential Characteristics-EXP Subforms	EXP-1	PAT-1
14	Performance Data Form	Experiential Characteristics-EXP Subforms	EXP-2	PAT-1
15	Performance Data Form	Experiential Characteristics-EXP Subforms	EXP-3	PAT-1
16	Performance Data Form	Course Development and Enhancement-CDE Subforms	CDE-1	PAT-1
17	Performance Data Form	Course Development and Enhancement-CDE Subforms	CDE-1a	PAT-1

Order	Type of Form	Parent Form	Form ID	Applicable Grant Purpose(s)
18	Performance Data Form	Course Development and Enhancement-CDE Subforms	CDE-2	PAT-1
19	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-1a	PAT-1
20	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-1b	PAT-1
21	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-2a	PAT-1
22	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-2b	PAT-1

Grant Purpose - Setup

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 annual reporting period (**July 01, 2015 - June 30, 2016**).



The screenshot shows a web interface for selecting grant purposes. At the top left, there is a link labeled "View Prior Period Data". Below this is a table with a header "Grant Purpose" and a "Select" column. The table contains two rows: "PAT-1: Plan, develop and operate an education program to train physician assistants to practice in primary care settings" with a checked checkbox, and "PAT-2: Planning year only" with an unchecked checkbox.

Grant Purpose	Select
PAT-1: Plan, develop and operate an education program to train physician assistants to practice in primary care settings	<input checked="" type="checkbox"/>
PAT-2: Planning year only	<input type="checkbox"/>

Figure 3. Selecting Grant Purpose(s)



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: Selecting the 'Planning Year Only' grant purpose indicates that you are in the first year of the PA Training grant, have no enrollees, and have not issued any financial support to any trainee or faculty member. You will be expected to submit an extensive progress report.



Warning: Some options in the Grant Purpose form will be preselected based on information provided in a previous reporting period. 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: To view data submitted in previous reporting periods, click on the "View Prior Period Data" link on top of the form.



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



Warning: Complete the Training Program Setup form only if grant funds were used to support degree programs other than those previously reported. You do not need to reenter information about degree programs previously reported. If no new degree programs were supported other than those previously reported, skip to the last step for this subform.

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

For New Degree Programs Only:

Select Type of Training Program Offered: The Training Program Setup form will configure all subforms specific to the degree program. To begin completing the setup **for new records**, select the type(s) of training program(s) supported with grant funds during the annual reporting period by clicking on the drop-down menu next to “Select Type of Training Program Offered” and choosing **one** of the following options:

- Degree/Diploma/Certificate Academic Training Program (Degree/Diploma)



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.

Training Program Setup - Loading Program Details



The screenshot shows a web form titled "Add Training Program". It contains three rows of input fields. The first row is "Select Type of Training Program Offered" with a dropdown menu showing "Degree/Diploma/Certificate Academic Training Program (Degr" and a "Load Program Details" button highlighted with a red box. The second row is "For a Degree/Diploma/Certificate Program, Select Type of Degree Offered" with a dropdown menu showing "Select One". The third row is "For a Degree/Diploma/Certificate Program, Select Delivery Mode Used to Offer Program" with a dropdown menu showing "Select One".

Figure 5. Training Program Setup - Loading Program Details

Next, click on the “Load Program Details” button to activate the remaining drop-down menus in this setup form.



Note: Clicking on the "Load Program Details" button will activate drop-down menus specific to the selection made in the previous step.

Training Program Setup - Adding Degree/Diploma Program

The screenshot shows a web form titled "Add Training Program". It contains the following elements:

- Select Type of Training Program Offered:** A dropdown menu with the selected option "Degree/Diploma/Certificate Academic Training Program (Degr" and a "Load Program Details" button.
- For a Degree/Diploma/Certificate Program, Select Type of Degree Offered:** A dropdown menu with the selected option "Select One".
- For a Degree/Diploma/Certificate Program, Select Delivery Mode Used to Offer Program:** A dropdown menu with the selected option "Select One".
- Add Record:** A button at the bottom left of the form.

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

For a Degree/Diploma/Certificate Program, Select Type of Degree Offered: To complete your entry, click on the drop-down menu next to "For a Degree/Diploma/Certificate Training Program, Select Type of Degree Offered" and choose the type of degree program associated with students during the reporting period from **one** of the following:

- AS
- BS
- Master's Degree Not Otherwise Specified
- MHS
- MPA
- MS
- MSPA
- No Degree Earned
- Bachelor's Degree not otherwise specified
- Certificate
- MCHS
- MMS
- MPAP
- MSHS
- MSPAS
- BCHS
- MA
- MCMSc
- MMSc-PA
- MPAS
- MSM
- MSPS

Select Delivery Mode Used to Offer Program: Next, select the primary mode used to deliver each degree program during the annual reporting period by clicking on the drop-down menu under and choosing **one** of the available options. Next, click on the "Add Record" button to save your entry. **Repeat this process to capture the degree programs of all students who received a BHW-funded financial award during the annual reporting period.**

- Campus-based program
- Distance learning program

- Hybrid program

Example:

Training Program Setup - Selecting Training Activity Status

No.	Record Status	Training Program (1)	Select Training Activity Status in the Current Reporting Period (2)	Option(s)
1	Prior Record	Degree/Diploma MSPAS Campus-based program	Select one	X Delete
2	New Record	Degree/Diploma MS Distance learning program	Select one	X Delete
3	New Record	Degree/Diploma MSPAS Distance learning program	Inactive Active	X Delete

Figure 7. Training Program Setup - Selecting Training Activity Status

To complete the Training Program Setup form, please review the Saved Records Table to ensure that all degree programs supported with grant funds during the annual reporting period were captured accurately.

For new records, please review the information contained in the table for accuracy and, for any reason a record has to be deleted, simply click on the "Delete" link under the Option(s) column.

Select Training Activity Status in the Current Reporting Period: Select the Training Activity Status of all reported training programs. If you are reporting on a program, please choose 'Active.'

- Active
- Inactive



Note: No action is needed for prior records, if they remain Active. If a prior record training program no longer has active enrollees (no students are enrolled and all students have already graduated), you may select 'Inactive' as the status of the program. Selecting 'Inactive' indicates the training program is completed, you are no longer administering it, and you have no active INDGEN records or faculty development programs. You will not report on any aspect of an inactive program, and all records associated with the program (i.e., EXP records and CDE records) will be made inactive. Please confirm with your Government Project Officer before selecting 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.

Faculty Development – Setup

Selecting Faculty Development Activities



Faculty Development Activities	Select
Structured Faculty Development Training Program	<input type="checkbox"/>
Faculty Development Activity	<input type="checkbox"/>
No faculty-related activities conducted	<input checked="" type="checkbox"/>

Figure 8. Selecting Faculty Development Activities

The Faculty Development Setup form will configure all subforms specific to faculty development. To complete the Faculty Development Setup form, select the type(s) of faculty development activities supported with grant funds during the annual reporting period under Block 1. Options on this setup form are pre-selected based on your prior annual reporting. Please see the warning statement below regarding unchecking an option.



Warning: Options for the Faculty Setup form will be automatically selected if you have previously reported one or more training programs or activities through the FD-1a or FD-2a subforms. You may uncheck “Faculty Development Activity” if you have nothing to report. You may uncheck “Structured Faculty Development Training Program” only if you have no training programs still in progress. Please refer to the Faculty Development—FD Subforms page (initial instructions page immediately following CDE forms) for instructions on how to update the status of each previously reported structured faculty development program.



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.



Reference: Refer to the glossary for a definition of each type of faculty development activity.



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: For degree programs previously reported, Block 1.k.1 will appear as read-only and is not editable. If the delivery mode for a degree program has changed, this requires a new entry in the Training Program Setup form.

Select Delivery Mode Used to Offer Program (4) Block 1k.1	Select Type(s) of Partners/Consortia Used to Offer this Training (6) Block 2	Enter Total # Enrolled (whether funded by B	
		Total (7) Block 3	URM (8) Block 3a
Campus-based program	<input type="checkbox"/> No partners/consortia used <input type="checkbox"/> Tribal Government <input type="checkbox"/> Tribal Organization <input type="checkbox"/> Community Health Center (CHC) <input type="checkbox"/> Health insurance/Healthcare Provider Group (e.g., PPO/HMO) <input type="checkbox"/> Nurse managed health clinic <input type="checkbox"/> Physical therapy/Rehabilitation center <input type="checkbox"/> Quality improvement organization		

Figure 9. PC-1 - Selecting Type(s) of Partners/Consortia

Select Type(s) of Partners/Consortia Used to Offer this Training: For all records, select the type(s) of partnerships and/or consortia used or established for the purpose of offering each degree program during the annual 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
- Alzheimer’s Disease Resource Centers
- Community - based health center (e.g.; free clinic)
- Day and home care programs (i.e. Home
- Academic department - within the institution
- Ambulatory practice sites
- Community Health Center (CHC)
- Educational institution (Grades K - 12)
- Federal Government - AHRQ
- Federal Government - FDA
- Alzheimer’s Association/Chapters
- Area Agencies on Aging
- Community Mental Health Center
- Federal Government - Veterans Affairs
- Federal Government - CDC

Health Resources and Services Administration
Bureau of Health Workforce

- Health)
- Federal Government - ACL
 - Federal Government - Department of Defense/Military
 - Federal Government - NIH
 - Federal Government - SAMHSA
 - Geriatric ambulatory care and comprehensive units
 - Health department - Local
 - Health disparities research center
 - Hospice
 - Long-term care facility
 - Nonprofit organization (non - faith based)
 - Other
 - Professional Associations
 - State Government

- Federal Government - Other HHS Agency/Office
- Federal Government -Other
- Geriatric Behavioral or Mental Health Units
- Health department - State
- Health insurance/Healthcare Provider Group (e.g.; PPO/HMO)
- Hospital
- No partners/consortia used
- Nurse managed health clinic
- Physical therapy/Rehabilitation center
- Quality improvement organization
- Tribal Government

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- Federal Government - IHS
- Federal Government - Other HRSA Program
- FQHC or look-alike
- Geriatric consultation services
- Health department - Tribal
- Health policy center
- Local Government
- Nonprofit organization (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.

PC-1 - Entering Enrollment Information



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

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
200	35	25	50	10	2	0

Figure 10. PC-1 - Entering Enrollment Information

Enter Total # Enrolled (whether funded by BHW or not): Total: For Block 3, enter the total number of students who were enrolled in each degree program during the annual reporting period. Count all students enrolled—regardless of whether they received a BHW-funded financial award or not. **This number is a total enrollment headcount that does NOT include those students who permanently dropped out.**

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



Note: Do not count students who permanently left the degree program before completion (i.e., attrition). These students will be captured separately in Block 9.



Reference: Refer to the glossary for a definition of underrepresented minority.



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

Example:

*Example: The PA School had a total of 202 students enrolled in the MMS program. The school used BHW funds to provide funding to 25 students in the program during the annual reporting period. During this period, 2 students permanently left the MMS degree program before completion. **In Block 3 of this form, the PA School would enter 200.***

*Example: The PA School had a total of 200 students maintain enrollment in the MMS program during the annual reporting period. Among the 200 students enrolled in this degree program, 35 are underrepresented minorities. **In Block 3a, the PA School would enter 35.***

*Example: The PA School had a total of 200 students maintain enrollment in the MMS program during the annual reporting period. Among the 200 students enrolled in this degree program, a total of 45 students are from disadvantaged backgrounds. Twenty (20) out of the 45 students from a disadvantaged background are also underrepresented minorities. **In Block 3b, the PA School would enter 25.***

PC-1 - Entering Graduate Information

Blocks 8 and 8a in the PC-1 subform apply to all records and capture graduates information in each degree program (regardless of funding source) during the annual reporting period.

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
200	35	25	50	10	2	0

Figure 11. 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 degree program who graduated during the annual 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 degree program who graduated during the annual reporting period and are underrepresented minorities. **Block 8a is a subset of Block 8.**

Example: The PA School had a total of 200 students maintain enrollment in the MMS program during the annual reporting period. Among the 200 students enrolled in this degree program, a total of 50 students completed all degree requirements and graduated during this reporting period.

In Block 8, the PA School would enter 50.

Example: The PA School had a total of 200 students maintain enrollment in the MMS program during the annual reporting period. Among the 200 students enrolled in this degree program, a total of 50 completed all degree requirements and graduated during this period. Ten (10) out of the 50 students who graduated are underrepresented minorities.

In Block 8a, the PA School would enter 10.

PC-1 - Entering Attrition Information

Blocks 9 and 9a in the PC-1 subform apply to all records and capture attrition information in each degree program (regardless of funding source) during the annual reporting period.

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
200	35	25	50	10	2	0

Figure 12. 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 degree program before completion during the annual 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 degree program before completion during the annual reporting period and are underrepresented minorities. **Block 9a is a subset of Block 9.**

Example: The PA School had a total of 202 students enrolled in the MMS program. The school used BHW funds to provide funding to 25 students in the program during the annual reporting period. During this period, 2 students permanently left the MMS degree program before completion. In Block 9 of this form, the PA School would enter 2.

Example: The PA School had a total of 202 students enrolled in the MMS program. The school used BHW funds to provide funding to 25 students in the program during the annual reporting period. During this period, 2 students permanently left the MMS degree program before completion and none who left were underrepresented minorities. In Block 9a of this form, the PA School would enter 0.

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
200	35	25	50	10	2	0

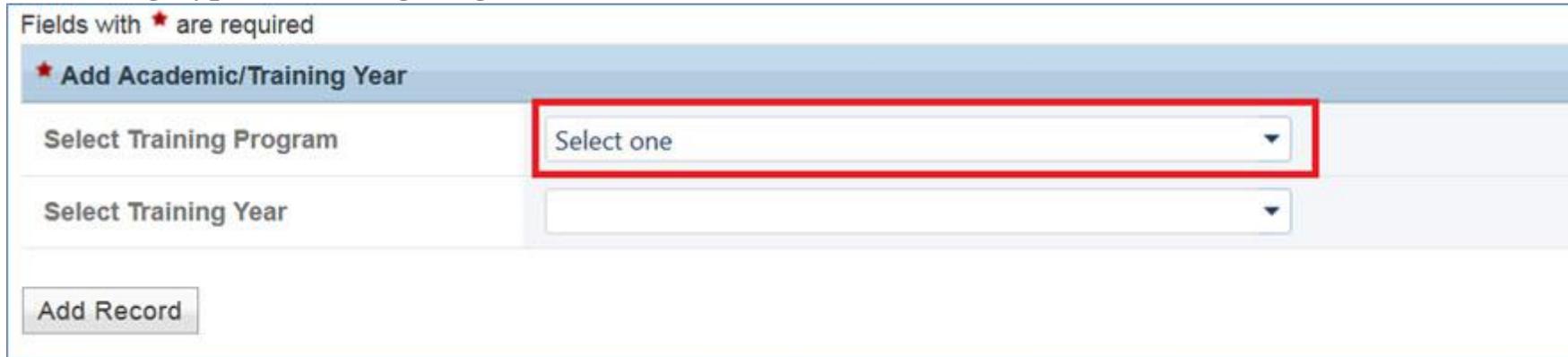
Figure 13. Completed PC-1 subform



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-9: Program Characteristics –Positions Description

PC-9 - Selecting Type of Training Program



The screenshot shows a web form titled "PC-9 - Selecting Type of Training Program". At the top, it says "Fields with * are required". Below this is a blue header bar with a red asterisk and the text "Add Academic/Training Year". The main form area contains two dropdown menus: "Select Training Program" and "Select Training Year". The "Select Training Program" dropdown menu is highlighted with a red rectangular box and currently displays "Select one". Below the dropdowns is a button labeled "Add Record".

Figure 14. PC-9 - Selecting Type of Training Program

The PC-9 form collects information about the total number of students in the degree program by class (training) year.

Type of Training Program: To begin completing the PC-9 subform, select a degree program by clicking on the drop-down menu next to "Select Training Program" and choosing **one** of the available options.



Warning: Complete the PC-9 Setup form only if grant funds were used to support degree programs other than those previously reported. You do not need to reenter information about degree programs previously reported. If no new degree programs were supported other than those previously reported, skip to the third step for this subform.



Note: The options available under "Type of Training Program" will prepopulate with information that was entered and saved in the Training Program Setup Form. To view data submitted in previous reporting periods, click on the "View Prior Period Data" link on top of the form.

PC-9 - Selecting Training Year

Fields with * are required

* Add Academic/Training Year

Select Training Program: Degree/Diploma | MSPAS

Select Training Year: [Dropdown menu with options: Training Year 1, Training Year 2, Training Year 3, Training Year 4]

Add Record

No.	Record Status	Type of Training Pro	ons	Enter Total # of
(1)				
(2)				
(3)				

Figure 15. PC-9 - Selecting Training Year

Training Year: For new records, select the types of training years that apply to the degree program supported through the grant by clicking on the drop-down menu next to "Select Training Year" and choosing **all that apply** from the options listed below.

Next, click on the "Add Record" button to save your entry. **Repeat this process to capture training years associated with each degree program supported through the grant.**

- Training Year 1
- Training Year 2
- Training Year 3
- Training Year 4



Note: You will be required to enter the total number of students in the program by the type of training year selected in this step. Your entry(ies) will be saved in a table that will appear within the PC-9 subform (see next page).



Note: This Block will prepopulate for prior records with data submitted in previous reporting periods.

PC-9 - Entering Total # of Accredited Positions

Training Year (2)	Enter Total # of Accredited Positions (3)	Enter Total # of Positions Recruited For (4)	Enter Total # of Positions Filled (5)
	Block 4	Block 5	Block 6
Training Year 1	<input data-bbox="464 397 806 472" type="text"/>	<input data-bbox="1052 407 1365 462" type="text"/>	<input data-bbox="1585 407 1898 462" type="text"/>

Figure 16. PC-9 - Entering Total # of Accredited Positions

Enter Total # of Accredited Positions: Enter the **total** number of accredited PA student positions for each training year in the textbox under Block 4 (regardless of funding source). Accredited positions are those that have been approved by the accrediting agency such as ARC-PA.

PC-9 - Entering Total # of Positions Recruited For

Training Year (2)	Enter Total # of Accredited Positions (3) Block 4	Enter Total # of Positions Recruited For (4) Block 5	Enter Total # of Positions Filled (5) Block 6
Training Year 1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 17. PC-9 - Entering Total # of Positions Recruited For

Enter Total # of Positions Recruited For: Enter the number of class positions recruited for by training year during the annual reporting period in the textbox under Block 5 (regardless of funding source).

PC-9 - Entering Total # of Positions Filled

Enter Total # of Accredited Positions (3) Block 4	Enter Total # of Positions Recruited For (4) Block 5	Enter Total # of Positions Filled (5) Block 6	Option(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	 Delete ▼

Figure 18. PC-9 - Entering Total # of Positions Filled

Enter Total # of Positions Filled: To complete the PC-9 subform, enter the **total** number of student positions filled by training year during the annual reporting period in the textbox under Block 6 (regardless of funding source; **this is a total enrollment headcount by class**).



Note: The sum of Block 6 across all years within a degree program will equal the number reported in PC-1 Block 3 (for degree 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.

Legislative Requirements & Demographic Variables—LR and DV Subforms

LR and DV - Introduction



Warning: The LR-1, LR-2, DV-1, DV-2, and DV-3 subforms will only appear for specific types of training programs. You must complete a LR-1, LR-2, DV-1, DV-2, and DV-3 subform for each program that was supported with grant funds during the annual reporting period.

LR-1a: Trainees by Training Category

LR-1 - Entering Enrollees Count

Type of Training Program (1)	Trainees by Training Category	
	Enter # of Enrollees (2) Block 1	Enter # of Graduates (5) Block 4
Degree/Diploma MSPAS	<input type="text"/>	<input type="text"/>

Figure 19. LR-1 - Entering Enrollees Count

Trainees by Training Category: Enter # of Enrollees: To begin completing the LR-1 subform **for all records**, enter the total number of enrolled students who received training as a result of the grant in the identified degree program during the reporting period by clicking the textbox in Block 1. **This number includes enrollees (degree students) who received direct financial support from the grant plus any student who was trained under a curriculum or course developed as a result of the grant.** Do not include students who either completed/graduated or permanently left the program before completion during the reporting period. Those students will be counted separately in Blocks 4 and 6.



Note: Do not count individuals who completed a training program or permanently left a training program before completion during the annual reporting period in the textbox under Block 1. These individuals will be captured separately in Blocks 4 and 6.



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.

LR-1 - Entering Graduates Count

Type of Training Program (1)	Trainees by Training Category	
	Enter # of Enrollees (2) Block 1	Enter # of Graduates (5) Block 4
Degree/Diploma MSPAS	<input type="text"/>	<input type="text"/>

Figure 20. LR-1 - Entering Graduates Count

Trainees by Training Category: Enter # of Graduates: Enter the total number of graduates of the degree program during the reporting period by clicking the textbox in Block 4. **This number includes any graduate who completed the program as a result of the grant by having received direct financial support from the grant or by training under a curriculum or course sponsored by the grant at any point while they were enrolled.**

LR-1 - Entering Attrition Information



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

Trainees by Training Category		Attrition	
Enter # of Enrollees (2) Block 1	Enter # of Graduates (5) Block 4	Enter # of Individuals who left the Program before Completion (7) Block 6	Enter # of URM who left the Program before Completion (8) Block 6a
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 21. LR-1 - Entering Attrition Information

Attrition: Enter # of Individuals who left the Program before Completion: To complete the LR-1 subform **for all records**, enter the total number of individuals who permanently left the degree program before completion (and were being supported by the grant in some manner) by clicking the textbox in Block 6.

Attrition: Enter # of URM who left the Program before Completion: Of the individuals reported in Block 6, enter the number of underrepresented minorities who permanently left the degree program before completion during the annual reporting period in the textbox under Block 6a.



Note: Counts reported in Block 6a are a subset of those reported in Block 6.



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.

LR-2: Trainees by Age & Sex

LR-2 - Entering Enrollees Count by Age and Gender

Age Group of Trainees (2)	Sex: Male		Sex: Female	
	Enter # of Enrollees (3)	Enter # of Graduates (6)	Enter # of Enrollees (8)	Enter # of Graduates (11)
	Blocks 1-6	Blocks 37-42	Blocks 7-12	Blocks 43-48
19 and Under	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20 - 29 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
30 - 39 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
40 - 49 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
50 - 59 years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
60 and Over	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Age Not Reported	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 22. LR-2 - Entering Enrollees Count by Age and Gender

Sex: Male: Enter # of Enrollees: Enter the total number of male students (enrollees)—by age group—who received training in the indicated training program as a result of the grant under Blocks 1-6 (Column 3).

Sex: Female: Enter # of Enrollees: Enter the total number of female students (enrollees)—by age group—who received training in the indicated training program as a result of the grant under Blocks 7-12 (Column 8).



Note: The total of Blocks 1-12 (Columns 3 and 8) will be equal to the number reported in Table LR-1 Block 1 (previous table).



Note: Do not count individuals who completed a degree program during the annual reporting period in the textboxes under Columns 3 or 8. These individuals will be captured in the next step. Also, enter "0" if there were no males or females in a specific age group who participated in the training programs listed in this subform.



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.

LR-2 - Entering Graduates Count by Age and Gender

Age Group of Trainees (2)	Sex: Male		Sex: Female	
	Enter # of Enrollees (3)	Enter # of Graduates (6)	Enter # of Enrollees (8)	Enter # of Graduates (11)
	Blocks 1-6	Blocks 37-42	Blocks 7-12	Blocks 43-48
19 and Under				
20 - 29 years				
30 - 39 years				
40 - 49 years				
50 - 59 years				
60 and Over				
Age Not Reported				

Figure 23. LR-2 - Entering Graduates Count by Age and Gender

Sex: Male: Enter # of Graduates: Enter the number of male students--by age group--who completed all training requirements and earned an academic degree during the reporting period in Blocks 37-42 (Column 6).

Sex: Female: Enter # of Graduates: Enter the number of female students--by age group--who completed all training requirements and earned an academic degree during the reporting period in Blocks 43-48 (Column 11).



Note: The total of Blocks 37-48 (Columns 6 and 11) will be equal to the number reported in Table LR-1 Block 4.



Note: Enter "0" if there were no males or females in a specific age group who completed the training programs listed in this subform.



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.

DV-1: Trainees by Racial & Ethnic Background

DV-1 - Entering Enrollees Count by Race and Ethnicity

Race Category (2)	Ethnicity: Hispanic/Latino		Ethnicity: Non-Hispanic/Non-Latino	
	Enter # of Enrollees (3)	Enter # of Graduates (6)	Enter # of Enrollees (8)	Enter # of Graduates (11)
	Blocks 1-7	Blocks 22-28	Blocks 36-42	Blocks 57-63
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Pacific Islander				
White				
More than one Race				
Race Not Reported				

Figure 24. DV-1 - Entering Enrollees Count by Race and Ethnicity

Ethnicity: Hispanic/Latino: Enter # of Enrollees: Enter the number of Hispanic/Latino students by race, who are participating in each degree program in the textboxes under Blocks 1-7 (Column 3).

Ethnicity: Non-Hispanic/Non-Latino: Enter # of Enrollees: Enter the number of Non-Hispanic/Non-Latino students by race, who are participating in each degree program in the textboxes under Blocks 36-42 (Column 8).



Note: The total of Blocks 1-7 and Blocks 36-42 (Columns 3 and 8) will be equal to the number reported in Table LR-1 Block 1.



Note: Do not count individuals who completed a training program during the annual reporting period in the textboxes under Columns 3 or 8.

These individuals will be captured in the next step. Also, enter "0" if there were no enrollees in a specific racial and ethnic group who participated in the training programs listed in this subform.



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.

DV-1 - Entering Graduates Count by Race and Ethnicity

Race Category (2)	Ethnicity: Hispanic/Latino		Ethnicity: Non-Hispanic/Non-Latino	
	Enter # of Enrollees (3)	Enter # of Graduates (6)	Enter # of Enrollees (8)	Enter # of Graduates (11)
	Blocks 1-7	Blocks 22-28	Blocks 36-42	Blocks 57-63
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
More than one Race	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race Not Reported	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 25. DV-1 - Entering Graduates Count by Race and Ethnicity

Ethnicity: Hispanic/Latino: Enter # of Graduates: Enter the number of Hispanic/Latino students by race, who completed all training requirements in each degree program and earned an academic degree during the reporting period in the textboxes under Blocks 22-28 (Column 6).

Ethnicity: Non-Hispanic/Non-Latino: Enter # of Graduates: Enter the number of Non-Hispanic/Non-Latino students by race, who completed all training requirements in each degree program and earned an academic degree during the reporting period in the textboxes under Blocks 57-63 (Column 11).



Note: The total of Blocks 22-28 and Blocks 57-63 (Columns 6 and 11) will be equal to the number reported in Table LR-1 Block 4.



Note: Enter "0" if there were no individuals of a specific racial and ethnic group who completed the training programs listed in this subform.



Note: To view data submitted in previous reporting periods, click on the "View Prior Period Data" link on top of the form



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.

DV-2: Trainees from a Disadvantaged Background

DV-2 - Entering Enrollees Count from Disadvantaged Background



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

Type of Training Program	Enrollees	
(1)	Enter Total # from Disadvantaged Background (2) Block 1	Enter # from Disadvantaged Background who are not URM (3) Block 2
Degree/Diploma MSPAS	<input type="text"/>	<input type="text"/>

Figure 26. DV-2 - Entering Enrollees Count from Disadvantaged Background

Enrollees: Enter Total # from Disadvantaged Background: To begin completing the DV-2 subform **for all records**, click on the textbox in Block 1 to enter the **total** number of degree students (enrollees)—regardless of race—who received training as a result of the grant and reported coming from a financially and/or educationally disadvantaged background. Do **not** include any individual who permanently left the program before completion during the reporting period or any individual who graduated/completed the program during this reporting period.

Enrollees: Enter # from Disadvantaged Background who are not URM: Enter the number of enrollees (students) enrolled in the training program and supported by the grant in some manner who are from a disadvantaged background and **are not underrepresented minorities** in the textbox under Block 2.



Note: Do not count individuals who completed a training program during the annual reporting period in the textbox under Block 1. These individuals will be captured in the next step. Also, enter "0" if there were no individuals from disadvantaged backgrounds the training programs



Note: Counts reported in Block 2 are a subset of counts reported in Block 1.



Note: To view data submitted in previous reporting periods, click on the "View Prior Period Data" link on top of the form.



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

DV-2 - Entering Graduates Count from Disadvantaged Background

Graduates	
Enter Total # from Disadvantaged Background (8) Block 7	Enter # from Disadvantaged Background who are not URM (9) Block 8
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Figure 27. DV-2 - Entering Graduates Count from Disadvantaged Background

Graduates: Enter Total # from Disadvantaged Background: To complete the DV-2 subform, enter the total number of students who graduated from the training program during the reporting period (and were supported by the grant in some manner while a student) and are from a disadvantaged background in the textbox under Block 7.

Graduates: Enter # from Disadvantaged Background who are not URM: Enter the number of students who graduated from the training program during the reporting period (and were supported by the grant in some manner while a student), are from a disadvantaged background and **are not underrepresented minorities** in the textbox under Block 8.



Note: Counts reported in Block 8 are a subset of counts reported in Block 7.



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.

DV-3: Trainees from a Rural Background

DV-3 - Entering Enrollees Count from Rural Residential Background

Type of Training Program (1)	Enter # of Enrollees from a Rural Background (2)
	Block 1
Degree/Diploma MSPAS	<input type="text"/>
Degree/Diploma No Degree Earned	<input type="text"/>

Figure 28. DV-3 - Entering Enrollees Count from Rural Residential Background

Trainees from Rural Residential Background: Enter # of Enrollees from a Rural Background: To begin completing the DV-3 subform for **all records**, click on the textbox in Block 1 to enter the **total** number of students who received training as a result of the grant (in some manner) and reported coming from a rural residential background.



Note: Do not count individuals who completed a training program during the annual reporting period in the textbox under Block 1. These individuals will be captured in the next step. Also, enter "0" if there were no individuals from a rural residential background in training programs listed in this subform.

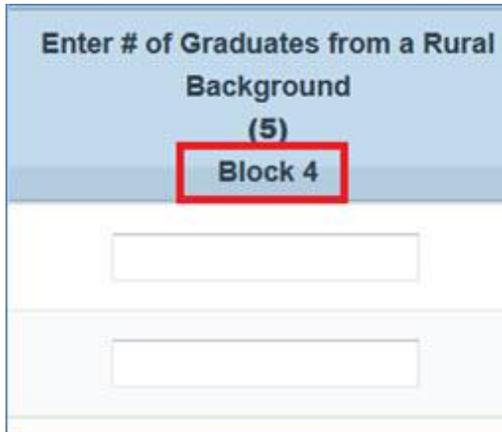


Note: To view data submitted in previous reporting periods, click on the "View Prior Period Data" link on top of the form.



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

DV-3 - Entering Graduates Count from Rural Residential Background



The screenshot shows a form titled "Enter # of Graduates from a Rural Background (5)". Below the title, there is a red-bordered box labeled "Block 4". Underneath "Block 4", there are two empty text input fields for entering data.

Figure 29. DV-3 - Entering Graduates Count from Rural Residential Background

Trainees from Rural Residential Background: Enter # of Graduates from a Rural Background: To complete the DV-3 subform, click on the textbox in Block 4 to enter the **total** number of graduates who received training as a result of the grant (in some manner), earned an academic degree during the reporting period, and reported coming from a rural residential background.



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



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



Warning: The INDGEN subforms have been enhanced from the most recent reporting period to reduce overall burden. Please read these instructions carefully.

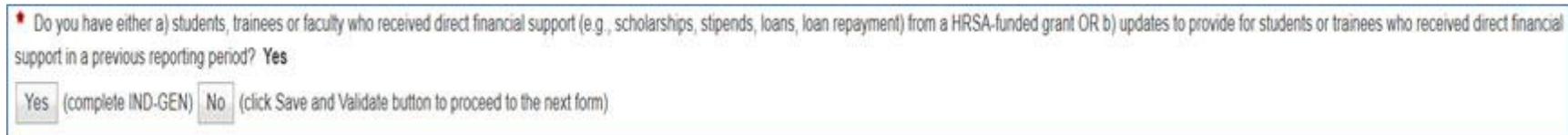
Notice to Grantees about Individual-level Data:

1. You must complete an INDGEN record for each individual who received a BHW-funded financial award during the annual reporting period. In addition, annual updates are required for individuals who were previously reported on INDGEN and were not marked as having graduated, completed or attrited from their training program by **June 30, 2016**.
2. For prior records, the BPMH system will prepopulate certain blocks in the INDGEN subform with data submitted in previous reporting periods for each individual. All other fields must be updated on an annual basis until the individual graduates from, completes, or permanently leaves their training program.
3. The INDGEN subform will automatically calculate and display read-only columns labeled “Academic Year Total” and “Cumulative BHW Financial Award Total.”
 - a. The Academic Year Total will display the amount entered for a given academic year.
 - b. The Cumulative BHW Financial Award Total will sum all amounts entered for this individual in the BPMH system.
4. Individuals who were reported as having graduated from or completed their training program in the previous reporting period will automatically be transferred from INDGEN to the INDGEN-PY subform after one (1) full calendar year has passed from the moment of graduation/completion. At that point, 1-year post-graduation/completion employment status data must be provided for each individual.

IND-GEN: Individual Characteristics

IND-GEN - Setup

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



Do you have either a) students, trainees or faculty who received direct financial support (e.g., scholarships, stipends, loans, loan repayment) from a HRSA-funded grant OR b) updates to provide for students or trainees who received direct financial support in a previous reporting period? Yes

(complete IND-GEN) (click Save and Validate button to proceed to the next form)

Figure 30. IND-GEN - Setup



Warning: If you have used the INDGEN form before, this answer is pre-selected 'Yes' for you. You do not need to answer this question again. Please move ahead to the INDGEN form by using the form list located on the left side of your screen.



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 have a browser compatibility problem. Please refer to the Getting Started-Browser Settings page at the beginning of this manual.



Warning: Gray fields in prior records cannot be edited.

IND-GEN - Selecting Type of Training Program

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
Other				

Figure 31. IND-GEN - Selecting Type of Training Program

Type of Training Program: To begin completing the INDGEN subform, select the training program associated with each individual by clicking on the drop-down menu under the column labeled "Type of Training Program" and choosing **one** of the available options.



Note: The options available under "Type of Training Program" will prepopulate with information entered and saved in the Training Program Setup Form. The option for "Other" that is available in the drop-down menu under the column labeled "Type of Training Program" should only be selected for faculty and community providers who received a BHW-funded financial award during the annual reporting period.



Note: This Block will prepopulate for prior records with data submitted in previous reporting periods.

Example: The PA School saved one (1) entry in the Training Program Setup form to reflect the type of degree program supported by the grant. Under "Type of Training Program" the PA School would see the following options:

- Degree/Diploma program / MMS
- Other

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
Other	<input style="border: 2px solid red;" type="text"/>			

Figure 32. IND-GEN - Entering Trainee Unique ID

Trainee Unique ID: Enter a seven (7) alphanumeric unique identifier for each individual in the textbox under 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 annual updates and 1-year follow-up data for each individual.



Note: This Block will prepopulate for prior records with data submitted in previous reporting periods.

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

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
Other		<input type="text" value="Select one"/> <input type="text" value="Faculty"/>		

Figure 33. IND-GEN - Selecting Individual's Training or Awardee Category

Select Individual's Training or Awardee Category: Select each individual's training category by clicking on the drop-down menu under Block 2 and choosing **one** of the following options:

- Enrollee (campus-based only)
- Enrollee (distance learning only)
- Enrollee (hybrid)
- Faculty
- Fellow
- Practicing Professional

 *Note: This Block will prepopulate for prior records with data submitted in the previous reporting period.*

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
Other			<div style="border: 1px solid black; padding: 2px;"> Select one Full-time Part-time </div>	

Figure 34. IND-GEN - Selecting Individual's Enrollment/Employment Status

Select Individual's Enrollment / Employment Status: Select each individual's enrollment or employment status in the program by clicking on the drop-down menu under Block 3 and choosing **one** of the following options:

- Both Full-time and Part-time
- Full-time
- On leave of absence
- Part-time
- Inactive

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
Other				<div style="border: 1px solid black; padding: 2px;"> Select one Male Female </div>

Figure 35. IND-GEN - Selecting Individual's Sex

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

- Female
- Male
- Not Reported



Warning: The 'Not Reported' option may not be selected for prior records.



Note: This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.

IND-GEN - Selecting Individual's Age

Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex	Select Individual's Age
(1)	(2) Block 1	(3) Block 2	(4) Block 3	(5) Block 4	(6) Block 5
Other					Select one 12 13

Figure 36. IND-GEN - Selecting Individual's Age

Select Individual's Age: Select each individual's age at the end of the current reporting period in the dropdown menu under Column 6 (Block 5).

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- 75
- Not Reported
- 74

IND-GEN - Selecting Individual's Ethnicity

Type of Training Program	Trainee Unique ID	Select Individual's Ethnicity	Select Individual's Race	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background	Select Individual's Veteran Status
(1)	(2) Block 1	(7) Block 6	(8) Block 7	(9) Block 8	(10) Block 9	(11) Block 10
Other		<div style="border: 1px solid black; padding: 2px;"> Select one Hispanic/Latino </div>				

Figure 37. IND-GEN - Selecting Individual's Ethnicity

Select Individual's Ethnicity: Select each individual’s ethnicity by clicking on the drop-down menu under Block 6 and choosing **one** of the following options:

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



Note: This Block will prepopulate for prior records with data submitted in the previous reporting period. If "Not Reported" was selected for a record during a previous reporting period, you must provide the appropriate updated information in order to successfully submit your PRGCA.

IND-GEN - Selecting Individual's Race

Type of Training Program	Trainee Unique ID	Select Individual's Ethnicity	Select Individual's Race	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background	Select Individual's Veteran Status
(1)	(2) Block 1	(7) Block 6	(8) Block 7	(9) Block 8	(10) Block 9	(11) Block 10
Other			<input type="checkbox"/> American Indian or Alaska			

Figure 38. 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 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.



Warning: The 'Not Reported' option may not be selected for prior records.



Note: This column will prepopulate for prior records with data submitted in the previous reporting period. Prior data cannot be altered or deleted.

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

Type of Training Program	Trainee Unique ID	Select Individual's Ethnicity	Select Individual's Race	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background	Select Individual's Veteran Status
(1)	(2) Block 1	(7) Block 6	(8) Block 7	(9) Block 8	(10) Block 9	(11) Block 10
Other				<div style="border: 1px solid black; padding: 2px;"> Select one Yes No </div>		

Figure 39. 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 under 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

Type of Training Program	Trainee Unique ID	Select Individual's Ethnicity	Select Individual's Race	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background	Select Individual's Veteran Status
(1)	(2) Block 1	(7) Block 6	(8) Block 7	(9) Block 8	(10) Block 9	(11) Block 10
Other					<div style="border: 1px solid black; padding: 2px;"> Select one Yes No </div>	

Figure 40. 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 under Block 9 and choosing **one** of the following options:

- Yes
- No
- Not Reported



Note: This Block will prepopulate for prior records with data submitted in the previous reporting period. If "Not Reported" was selected for a record during a previous reporting period, you must provide the appropriate updated information in order to successfully submit your PRGCA.



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

IND-GEN - Selecting Individual's Veteran Status

Type of Training Program	Trainee Unique ID	Select Individual's Ethnicity	Select Individual's Race	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background	Select Individual's Veteran Status
(1)	(2) Block 1	(7) Block 6	(8) Block 7	(9) Block 8	(10) Block 9	(11) Block 10
Other						<div style="border: 1px solid black; padding: 2px;"> Select one Active Duty Military Reservist </div>

Figure 41. IND-GEN - Selecting Individual's Veteran Status

Select Individual's Veteran Status: Select each individual's veteran status by clicking on the drop-down menu under 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



Note: This Block will prepopulate for prior records with data submitted in the previous reporting period. If "Not Reported" was selected for a record during a previous reporting period, you must provide the appropriate updated information in order to successfully submit your PRGCA.



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

IND-GEN - Entering BHW-Funded Financial Award Information



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

Type of Training Program (1)	Trainee Unique ID (2) Block 1	Select Whether Individual Received BHW Financial Award? (12) Block 11	Enter Individual's Financial Award Amount (BHW funds only)			
			Stipend (13) Block 11	Traineeship (14) Block 11	Scholarship (15) Block 11	Fellowship (20) Block 11

Figure 42. 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 annual reporting period by clicking on the drop-down menu under Block 11 and choosing **one** of the following options:

- Yes
- No

Enter Individual's Financial Award Amount (BHW funds only): Stipend: If the individual is a student, faculty, or community provider and received a BHW-funded stipend, enter the **total** amount of BHW dollars provided during the annual reporting period in the textbox under the column labeled "Stipend". Total amount reported should account for all BHW dollars including those applied to salary, fringe benefits, travel expenses, conference expenses, tuition, fees, books, and reasonable living expenses, as allowed by federal statutes and regulations (do not report salary or fringe benefits for faculty).

If the individual did not receive a stipend, enter "0" in the textbox.

Enter Individual's Financial Award Amount (BHW funds only): Traineeship: If the individual is a student, faculty, or community provider and received a BHW-funded traineeship, enter the **total** amount of BHW dollars provided during the annual reporting period in the textbox under the column labeled "Traineeship". Total amount reported should account for all BHW dollars including those applied to salary, fringe benefits, travel expenses, conference expenses, tuition, fees, books, and reasonable living expenses, as allowed by federal statutes and regulations (do not report

If the individual did not receive a traineeship, enter "0" in the textbox.

Enter Individual's Financial Award Amount (BHW funds only): Scholarship: If the individual is a student, faculty, or community provider and received a BHW-funded scholarship, enter the **total** amount of BHW dollars provided during the annual reporting period in the textbox under the column labeled "Scholarship". Total amount reported should account for all BHW dollars including those applied to salary, fringe benefits, travel expenses, conference expenses, tuition, fees, books, and reasonable living expenses, as allowed by federal statutes and regulations (do not report salary or fringe benefits for faculty).

If the individual did not receive a scholarship, enter "0" in the textbox.

Enter Individual's Financial Award Amount (BHW funds only): Fellowship: If the individual is a student, faculty, or community provider and received a BHW-funded fellowship, enter the **total** amount of BHW dollars provided during the annual reporting period in the textbox under the column labeled "Fellowship". Total amount reported should account for all BHW dollars including those applied to salary, fringe benefits, travel expenses, conference expenses, tuition, fees, books, and reasonable living expenses, as allowed by federal statutes and regulations (do not report salary or fringe benefits for faculty).

If the individual did not receive a fellowship, enter "0" in the textbox.

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	Select Individual's Academic or Training Year
(1)	(2) Block 1	(22) Block 12	(26) Block 15
		Select one 0	

Figure 43. 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 BHW-funded financial awards by clicking on the drop-down menu under Block 12 and choosing **one** of the following options:

- 0
- 1
- 2
- 3
- 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 1/2 an academic year, please round up. For example, if a student or faculty member has received a financial award for 1 1/2 years, please enter 2.



Note: If a faculty received a BHW-funded financial award for the first time during the annual reporting period, select "1" under Block 12.

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

Select Individual's Academic or Training Year	Select Individual's Primary Discipline
(26) Block 15	(27) Block 16
N/A	

Figure 44. IND-GEN - Selecting Individual's Academic or Training Year

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

- Faculty
- Graduate Year 1
- Graduate Year 2
- Graduate Year 3
- Non-degree Training Program Year 2
- Non-degree Training Year 1
- Undergraduate Year 1
- Undergraduate Year 2
- Undergraduate Year 3
- Undergraduate Year 4
- Undergraduate Year 5
- N/A



Note: For students, use Undergraduate or Graduate Year. For Practicing Professionals (community providers participating in faculty development), use Non-degree Training Program Year 1 or Year 2.

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



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

Type of Training Program (1)	Trainee Unique ID (2) Block 1	Training in a Primary Care Setting	
		Select Whether Individual Received Training (28) Block 17	Enter # of Contact Hours (29) Block 17a
		<div style="border: 1px solid black; padding: 2px;"> Select one Yes No N/A </div>	

Figure 45. 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 annual reporting period by clicking on the drop-down menu under Block 17 and choosing **one** of the following options:

- Yes
- No
- N/A

Training in a Primary Care Setting: Enter # of Contact Hours: If the student received clinical or experiential training in a primary care setting, enter the total number of hours spent in this type of setting during the annual reporting period in the textbox under Block 17a.

If the student did not receive clinical or experiential training in a primary care setting, leave the textbox under Block 17a blank.

Training in a Primary Care Setting: Enter # of Patient Encounters: If the student received clinical or experiential training in a primary care

setting, enter the total number of patient encounters in this type of setting during the annual reporting period in the textbox under Block 17b.
If the student did not receive clinical or experiential training in a primary care setting, leave the textbox under Block 17b blank.



Warning: Select "N/A" in the drop-down menu under Block 17 for faculty.

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



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

Trainee Unique ID	Training in a Medically Underserved Area	
	Select Whether Individual Received Training	Enter # of Contact Hours
(2) Block 1	(31) Block 18	(32) Block 18a
	<div style="border: 1px solid black; padding: 2px;"> Select one Yes No N/A </div>	

Figure 46. 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 annual reporting period by clicking on the drop-down menu under Block 18 and choosing **one** of the following options:

- Yes
- No
- N/A

Training in a Medically Underserved Area: Enter # of Contact Hours: If the student received clinical or experiential training in a MUC, enter the total number of hours spent in this type of setting during the annual reporting period in the textbox under Block 18a. **If the student did not receive clinical or experiential training in a MUC,** leave the textbox under Block 18a blank.



Warning: Select "N/A" in the drop-down menu under Block 18 for faculty.

IND-GEN - Entering Training Information in a Rural Area



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

Trainee Unique ID	by Underserved Area	Training in a Rural Area	
	Enter # of Contact Hours	Select Whether Individual Received Training	Enter # of Contact Hours
(2) Block 1	(32) Block 18a	(33) Block 19	(34) Block 19a
		<div style="border: 1px solid black; padding: 2px;"> Select one Yes No N/A </div>	

Figure 47. 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 annual reporting period by clicking on the drop-down menu under Block 19 and choosing **one** of the following options:

- Yes
- No
- N/A

Training in a Rural Area: Enter # of Contact Hours: If the student received clinical or experiential training in a rural area, enter the total number of hours spent in this type of setting during the annual reporting period in the textbox under Block 19a.

If the student did not receive clinical or experiential training in a rural area, leave the textbox under Block 19a blank.



Warning: Select "N/A" in the drop-down menu under Block 19 for faculty.

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

Select Whether Individual Left the Program Before Completion	Select Whether Individual Graduated/Completed the Program
(36) Block 21	(37) Block 22
<input type="text"/>	<input type="text"/>
Select one	
Yes	
No	

Figure 48. 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 degree program or faculty development program before completion during the annual reporting period by clicking on the drop-down menu under Block 21 and choosing **one** of the following options:

- Yes
- No

IND-GEN - Entering Graduation/Completion Information



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

Select Whether Individual Left the Program Before Completion	Select Whether Individual Graduated/Completed the Program	Select Degree Earned
(36) Block 21	(37) Block 22	(38) Block 22a
	<input type="text" value="Select one"/> Yes No	

Figure 49. IND-GEN - Entering Graduation/Completion Information

Select Whether Individual Graduated/Completed the Program: Select whether each individual completed their degree program or faculty development program during the annual reporting period by clicking on the drop-down menu under Block 22 and choosing **one** of the following options:

- Yes
- No

Select Degree Earned: Select the type of degree earned through the program by clicking on the drop-down menu under Block 22a and choosing **one** of the options listed below.

If a individual did not graduate during the annual reporting period or is a faculty member or a community provider who completed faculty development, select "N/A" under Block 22a.

- AS
- BS
- Bachelor's Degree not otherwise specified
- Certificate
- BCHS
- MA

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- | | | |
|--|--|---|
| <ul style="list-style-type: none">• Master's Degree Not Otherwise Specified• MHS• MPA• MS• MSPA• No Degree Earned | <ul style="list-style-type: none">• MCHS• MMS• MPAP• MSHS• MSPAS• N/A | <ul style="list-style-type: none">• MCMSc• MMSc-PA• MPAS• MSM• MSPS |
|--|--|---|

Select Individual's Post-Graduation/Completion Intentions: Select the student's training or employment intentions by clicking on the drop-down menu under Block 22b and choosing **all that apply** from the options listed below.

If a student did not graduate during the annual reporting period or is a faculty member, select "N/A" under Block 22b.

If the individual is a community provider who completed faculty development, select all applicable options under Block 22b.

- | | |
|--|--|
| <ul style="list-style-type: none">• Individual intends to practice in a medically underserved area• Individual intends to practice in a rural area• Not Reported | <ul style="list-style-type: none">• Individual intends to practice in a primary care setting• None of the above• N/A |
|--|--|



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

Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex	Select Individual's Age	Select Individual's Ethnicity	Select Individual's Race	Select Whether Individual is from a Rural Residential Background	Select Whether Individual is from a Disadvantaged Background	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	Select Whether Your Organization Hired this Individual
(1)	(2) Block 1	(3) Block 2	(4) Block 3	(5) Block 4	(6) Block 5	(7) Block 6	(8) Block 7	(9) Block 8	(10) Block 9	(12) Block 22b	(13) Block 23	(14) Block 23a	(16)

Figure 50. INDGEN-PY - Entering Employment Data 1-year Post Graduation/Completion

Grayed fields are provided here for identification purposes only.

Select whether status/employment data are available for the individual 1-year post graduation/completion: Select whether current employment data are available for each student who received a BHW-funded financial award and completed their degree one year prior to this report by clicking on the drop-down menu under Block 23 and choosing **one** of the following options:

- Yes
- No

Select Individual's Current Training/Employment Status: If "Yes" was selected in Block 23, choose each former student's current employment location by clicking on the drop-down menu under Block 23a choosing **all that apply** from the options listed below.

If "No" was selected in Block 23, choose "N/A" in Block 23a.

- Individual currently practices in a medically underserved area
- Individual currently practices in a primary care setting
- Individual currently practices in a rural area
- None of the above
- N/A

Select Whether Your Organization Hired this Individual: Select whether your organization hired this individual following training program completion by clicking on the drop-down menu under Column 16 and choosing one of the following options:

- No
- Yes
- N/A



Note: Repeat these steps for all rows in the INDGEN-PY table and enter selections for all blank fields under Blocks 23 and 23a.



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

Notice to Grantees about Forms Pertaining to Training Sites:

The EXP-1 and EXP-2 subforms have been enhanced to prepopulate specific information about the names and characteristics of training sites used in previous reporting periods. **Please read the following instructions carefully to ensure the EXP-1 and EXP-2 subforms are completed accurately. 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.**

For training sites that have been reported in a previous reporting period:

- The BPMH system will prepopulate the names of all sites ever reported in the Saved Records Table within the EXP-1 subform and mark these records as "Prior Record".
- You must select whether a particular site that was previously reported was used during this reporting period in the EXP-1 subform.
- 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: Multiple steps are required to complete this portion of the subform. Please read instructions carefully.

EXP-1: Training Site Setup

EXP-1 - Entering Site Name

No. Record Status	Site Name (1) Block (2)	Select Whether the Site was Used in the Current Reporting Period (2)	Select Type of Site Used (3) Block 1a	Select Type of Setting Where the Site was Located (4) Block 2
1	10 Test Site1 1	Yes	Select one	

Figure 51. EXP-1 - Entering Site Name

Site Name:

- **For new records**, enter the name of a site used to train students supported by the grant during the annual reporting period in the textbox next to the row labeled "Enter the Site's Name".
- Next, click on the "Add Record" button to save your entry. **Repeat the process as necessary to capture the names of each site used during the annual reporting period.**

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

Fields with * are required

* Add Site

Enter the Site's Name

Add Record

No.	Record Status	Site Name (1) Block (2)	Select Whether the Site was Used in the Current Reporting Period	Select Type of Site Used (3) Block 1a	Select Type of Setting Where the Site was Located (4) Block 2
1	10	Test Site1 1	<input type="text" value="Yes"/>	<input type="text" value="Select one"/>	<input type="text"/>

Figure 52. EXP-1 - Selecting Whether the Site was Used in the Current Period

Select Whether the Site was Used in the Current Reporting Period: (For previous records): Select whether a particular site that was previously reported was used during the annual reporting period by clicking on the drop-down menu located under the column labeled "Select Whether Site Was used in the Current Reporting Period" and choosing **one** of the following options:

- Yes
- No



Warning: Complete the EXP-1 and EXP-2 subforms only for sites used to train individuals supported by the grant. The EXP-3 subform is for all trainees (regardless of grant support) who trained at the site.



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.

EXP-1 - Selecting Type of Site Used

Fields with * are required

* Add Site

Enter the Site's Name

Add Record

No.	Record Status	Site Name (1) Block (2) 1	Select Whether the Site was Used in the Current Reporting Period (3) Block 1a	Select Type of Site Used (3) Block 1a	Select Type of Setting Where the Site was Located (4) Block 2
1	10	Test Site1 1	Yes	Select one	

Figure 53. EXP-1 - Selecting Type of Site Used

Select Type of Site Used: Select the type of sites used to train residents or fellows during the annual reporting period by clicking on the drop-down menu under Block 1a and choosing from one of the following options.

- Academic institution
- Aerospace operations setting
- Community - based organization
- Community Health Center (CHC)
- Dentist Office
- Federal Government Office or Agency
- Hospital
- International nonprofit/nongovernmental organization
- Long - term Care Facility
- Acute Care for the Elderly (ACE) Units
- Ambulatory practice sites
- Community Behavioral Health Center
- Critical Access Hospital
- Emergency Room
- FQHC or look - alike
- Independent Living Facility
- Local Government Office or
- Acute care services
- Assisted Living Community
- Community care programs for elderly mentally challenged individuals
- Day and home care programs (e.g., Home Health)
- Federal and State Bureau of Prisons
- Hospice
- Indian Health Service (IHS) site
- Local health department
- National health association

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- Nurse Managed Health Clinics
- Other community health center (e.g.; free clinic)
- Program of All Inclusive Care for the Elderly
- School - based clinic
- State Government Office or Agency
- Tribal Government
- Veterans Affairs Healthcare (e.g., VA Hospital or clinic)

- Agency
- Mobile Clinic/Site
 - Nursing Home
 - Other Oral Health Facility
 - Residential Living Facility
 - Senior Centers
 - State Health Department
 - Tribal Health Department

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- Other
- Physician Office
- Rural Health Clinic
- Specialty clinics (e.g., mental health practice, rehabilitation, substance abuse clinic)
- Surgery Clinic
- Tribal Organization

EXP-1 - Selecting Type of Setting Where the Site was Located

Fields with * are required

* Add Site

Enter the Site's Name

Add Record

No. Record Status	Site Name (1) Block (2)	Select Whether the Site was Used in the Current Reporting Period (3)	Select Type of Site Used (3) Block 1a	Select Type of Setting Where the Site was Located (4) Block 2
1 10	Test Site1 1	Yes	Select one	<input type="text"/>

Figure 54. EXP-1 - 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 annual reporting period was located in designated settings by clicking on the drop-down menu under Block 2 and choosing all that apply from the following options:

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

EXP-1 - Entering Site's geographical Data

City (8)	State (9)	Zip Code (10)	Four Digit Zip Code Extension (11)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 55. EXP-1 - Entering Site's geographical Data

City: Enter the name of the city where each training site is located by clicking on the textbox under Column 8.

State: Enter the two-letter abbreviation for the state where each training site is located by clicking on the textbox below Column 9.

Zip Code: Enter the zip code (5 digits) where each training site is located by clicking on the textbox under Column 10.

Four Digit Zip Code Extension: Enter the four-digit zip code extension where each training site is located by clicking on the textbox under Column 11.



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



Warning: EXP-1 must be completed and validated prior to beginning EXP-2. You may delete pre-populated prior records in this form if they are no longer applicable.

Type of Training Program	Site Name	Select Type of Site Used	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
(1)	(2) Block 1	(3) Block 1a	(4) Block 2	(5) Block 5	(7) Block 4

Figure 56. EXP-2 - Selecting Training Program and Site Name

Type of Training Program: To begin completing the EXP-2 subform, associate each site with its corresponding training program by clicking on the drop-down menu under "Type of Training Program" and choosing **one** of the available options.

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 annual reporting period).



Warning: Sites associated with multiple training programs will require multiple entries on the EXP-2 subform.



Note: The options available under "Type of Training Program" will prepopulate with information entered and saved in the Training Program Setup Form.



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.

Example: The PA School saved one (1) entry in the Training Program Setup form to reflect the type of degree program supported through the grant. Under "Type of Training Program" the PA School would see the following options:

- Degree/Diploma program | MMS

EXP-2 - Selecting Type of Site Used

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
Major Participating Site/Rotation Site Medical Specialties (Primary Care) - Pediatrics (General Pediatrics)	University Pediatric Hospital	Academic institution	None of the above

Figure 57. EXP-2 - Selecting Type of Site Used

Select Type of Site Used: Following the selection of a training site in EXP-1, the associated type of site will be automatically populated when the save and validate button is selected.



Warning: Site types are linked to the name of training sites in EXP-1. To change the associated site type with a particular site name, return to EXP-1.

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

Site Name	Select Type of Site Used	Select Type of Setting Where the Site was Located	Select Type(s) of Partners/Consortia used to Offer Training at this Site
(2) Block 1	(3) Block 1a	(4) Block 2	(5) Block 5
University Pediatric Hospital	Academic institution	None of the above	Academic department - outside the institution, Academic department - within the institution, Ambulatory practice sites, Health department - Local, Hospital, Professional Associations, Quality improvement organization

Figure 58. EXP-2 - Selecting Type of Setting Where the Site was Located

Select Type of Setting Where the Site was Located: Following the selection of a training site in EXP-1, the associated settings will be automatically populated when the save and validate button is selected.



Warning: Site settings are linked to the name of training sites in EXP-1. To change the associated site settings with a particular site name, return to EXP-1.



Note: This Block will prepopulate for prior records with data submitted in previous reporting periods.

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

Type of Training Program	Site Name	Type of Site Used	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
(1)	(2) Block 1	(3) Block 1a	(4) Block 2	(5) Block 5	(7) Block 4
				<input type="checkbox"/> Academic department <input type="checkbox"/> Academic department	

Figure 59. 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 and/or consortia used or established for the purpose of training students at each site during the annual reporting period by clicking on the drop-down menu under Block 5 and choosing **all that apply** from the following options:

- Academic department - outside the institution
- Alzheimer’s Disease Resource Centers
- Community Health Center (CHC)
- Educational institution (Grades K - 12)
- Federal Government - Other HRSA Program
- Federal Government - CDC
- Federal Government - NIH
- Federal Government - SAMHSA
- Geriatric Behavioral or Mental Health Units
- Health department - Local
- Health disparities research center
- Hospice
- Academic department - within the institution
- Ambulatory practice sites
- Community Mental Health Center
- Federal Government - Veterans Affairs
- Federal Government - ACL
- Federal Government - FDA
- Federal Government - Other
- Federally - qualified health center or look-alikes
- Geriatric consultation services
- Health department - State
- Health insurance/Healthcare Provider Group (e.g.; PPO/HMO)
- Hospital
- No partners/consortia used
- Nurse managed health clinic
- Other
- 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 - AHRQ
- Federal Government - IHS
- Federal Government - Other HHS Agency/Office
- Geriatric ambulatory care and comprehensive units
- Health center (e.g.; free clinic)
- Health department - Tribal
- Health policy center
- Local Government
- Nonprofit organization (faith - based)

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- Long-term care facility
- Nonprofit organization (non - faith based)
- Nursing home
- Private/For - profit organization
- Senior Center
- Tribal Organization
- Professional Associations
- State Governmental Programs

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- Nurse Managed Health Clinics
- Physical therapy/Rehabilitation center
- Quality improvement organization
- Tribal Government



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(s) of Vulnerable Population Served at this Site	City	State	Zip Code	Four Digit Zip Code Extension
(7) Block 4	(8)	(9)	(10)	(11)
<input type="checkbox"/> College students <input type="checkbox"/> Health Insurance Marketplace				

Figure 60. 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 during the annual reporting period by clicking on the drop-down menu under 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)
- Unemployed
- Victims of abuse or trauma
- Children
- Homeless individuals
- Lesbian/Gay/Bisexual/Transgender
- Military and/or military families
- Pregnant women and infants
- Tribal Population
- Uninsured/Underinsured persons/families
- None of the above
- Chronically ill
- Individuals with HIV/AIDS
- Low income persons/families
- Older adults
- Refugee Adults
- Undocumented Immigrants
- Veterans



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



Warning: EXP-2 must be completed and validated before completing EXP-3. Please read instructions carefully. EXP-3 will appear blank; however, drop-down selections will populate with your completed EXP-2 training sites.



Warning: Complete the EXP-3 subform for all trainees who received education or training at sites regardless of grant funding.

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline
(1)	(2) Block 1	(3) Block 3	(4) Block 3
<input type="text"/>	<input type="text"/>		

Figure 61. EXP-3 - Selecting Training Program and Site Name

Type of Training Program: To begin completing the EXP-3 subform, select a training program by clicking on the drop-down menu under "Type of Training Program" and choosing **one** of the available options.

Site Name: Select a site name by clicking on the drop-down menu under Block 1 and choosing **one** of the available options.



Note: The options available under "Type of Training Program" will prepopulate with information entered and saved in the Training Program Setup Form.



Note: The options available under Block 1 will prepopulate with information entered and saved in the EXP-1 subform.



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.

EXP-3 - Selecting Profession and Discipline of Individuals Trained

Type of Training Program	Site Name	Select Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline
(1)	(2) Block 1	(3) Block 3	(4) Block 3
		<div style="border: 1px solid black; padding: 2px;"> Select one Student - CNL - Generalist Student - CNS - Adult gerontology Student - CNS - Family </div>	

Figure 62. EXP-3 - Selecting Profession and Discipline of Individuals Trained

Select Profession and Discipline of Individuals Trained: Select the profession/discipline of trainees trained at each site during the annual reporting period (including interdisciplinary and interprofessional trainees who participated in team-based care) by clicking on the drop-down menu under Block 3 and choosing **one** of the following options (**you will be repeating EXP-3 steps 1 and 2 to identify the profession/discipline of all individuals trained at one site; each reported profession/discipline will be reported on a separate line even though they trained at the same site**):

- Behavioral Health - Clinical Psychology
- Behavioral Health - Marriage and Family Therapy
- Behavioral Health - Pastoral/Spiritual Care
- Dentistry - Endodontic Dentistry
- Dentistry - Orthodontic Dentistry
- Dentistry - Periodontic Dentistry
- Dentistry - Radiology Dentistry
- Medicine - Anesthesiology
- Behavioral Health - Clinical Social Work
- Behavioral Health - Other Psychology
- Dentistry - Dental Assistant
- Dentistry - General Dentistry
- Dentistry - Pathology Dentistry
- Dentistry - Prosthodontic Dentistry
- Medicine - Aerospace Medicine
- Medicine - Colon and Rectal Surgery
- Behavioral Health - Counseling Psychology
- Behavioral Health - Other Social Work, Substance Abuse/Addictions Counseling
- 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

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- 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 - Physical Therapy
- 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
- Other - Direct Service Worker
- Other - Health Education Specialist
- Other - Medical Assistant
- Other - Midwife (non-nurse)
- Other - Optometry
- 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 Technology
- Other - Occupational Therapy
- Other - Pharmacy
- Other - Profession Not Listed
- Other - Respiratory Therapy
- Other - Unknown
- Public Health - Disease Prevention & Health Promotion
- Public Health - Health Administration
- Public Health - Injury Control & Prevention
- Student - Alternative/Complementary Nursing

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- Other - Radiologic technology
- Other - Speech Pathology
- 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 Masters
- Student - Graduate - Psychology
- Student - Health Informatics
- Student - Licensed Practical/Vocational Nurse (LPN/LVN)
- Student - NP - Acute care pediatric
- Student - NP - Adult Psychiatric/Mental health
- Student - NP - Family
- Student - NP - Neonatal
- Student - NP - Women's health
- Student - Physician Assistant
- Student - Undergraduate - Other
- Other - Podiatry
- Other - Registered Dietician
- Other - Speech Therapy
- 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 - Other
- Student - Graduate - Public Health
- Student - Home Health Aide
- Student - Medical School
- Student - NP - Adult
- Student - NP - Child/Adolescent Psychiatric/Mental Health
- Student - NP - Family Psychiatric/Mental Health
- Student - NP - Other advanced nurse specialists
- Student - Pharmacy School
- Student - Post - high school / Pre - college
- Student - Undergraduate - Public Health
- Student - CNS - Geropsychiatric
- Student - CNS - Psychiatric/Mental health
- Student - Dental Hygiene
- Student - Graduate - Nursing Doctorate
- Student - Graduate - Other Behavioral Health
- Student - Graduate - Social Work
- Student - Law School
- Student - NP - Acute care adult gerontology
- Student - NP - Adult gerontology
- Student - NP - Emergency care
- Student - NP - Geropsychiatric
- Student - NP - Pediatrics
- Student - Physical Therapy
- Student - Registered nurse (RN)



Note: For students in degree programs, use the student categories. PA students should be denoted with the 'Student-Physician Assistant' option.

For residents, fellows, and faculty use the profession/discipline options (i.e., Physician Assistant; do not use the student options).



Note: Do not list faculty and other non-trainees who are also at each training site. Only select trainee categories.

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
(1)	(2) Block 1	(3) Block 3	(4) Block 3

Figure 63. EXP-3 - Entering # Trained in the Profession and Discipline

Enter # Trained in this Profession and Discipline: Count all students from the training program identified in the Training Program Setup form in Block 3 (these students were all counted on the PC-1 and PC-9 forms).

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 64. 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: Enter the number of all other team-based care students, residents, fellows, and other trainees on separate lines who were also trained at this site in Block 8. Do not count faculty or non-trainees. **See examples on the following pages.**



Note: If a profession/discipline has trainees counted on the PC form and no others, enter the number under Block 3 and a “0” under Block 8.



Note: If a profession/discipline has trainees not counted on the PC form and no others, enter the number under Block 8 and a “0” under Block 3.



Note: If a profession/discipline has trainees counted on the PC form as well as trainees not counted on the PC form, enter the number of trainees counted on the PC form under Block 3, and the number of trainees not counted on the PC form under Block 8.

EXP-3 - Adding Individuals Trained Example 1

No.	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 <u>Interprofessional Team-based care</u>
	(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8
1	Degree/Diploma MPAS	North Regional Hospital	Student-Physician Assistant	24	0
2	Degree/Diploma MPAS	North Regional Hospital	Medicine-Internal Medicine	0	2
3	Degree/Diploma MPAS	North Regional Hospital	Student-Graduate-Psychology	0	3
4	Degree/Diploma MPAS	Community Physicians	Student-Physician Assistant	14	0
5	Degree/Diploma MPAS	Community Physicians	Student-Pharmacy School	0	4

Figure 65. EXP-3 - Adding Individuals Trained Example 1

Example with both your trainees and interprofessional trainees at the same site:

In the example on this page, the PA School’s MPAS degree program trained 24 PA students at North Regional Hospital. As part of Interprofessional team-based care, the PA School’s MPAS program also trained 2 Internal Medicine residents and 3 graduate students in psychology. At a second site, the MPAS program trained 14 of its PA students alongside 4 pharmacy students who were part of interprofessional team-based care.

EXP-3 - Adding Individuals Trained Example 2

No.	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 <u>Interprofessional</u> Team-based care
	(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8
1	Degree/Diploma MPAS	North Regional Hospital	Student-Physician Assistant	24	0
2	Degree/Diploma MPAS	Community Physicians	Student-Physician Assistant	10	0
3	Degree/Diploma MPAS	Doctor's Clinic	Student-Physician Assistant	4	0

Figure 66. EXP-3 - Adding Individuals Trained Example 2

Example with no interprofessional trainees at any site:

In this example, the PA students from the MPAS program do not have interprofessional experiences. The PA students trained at 3 different clinical training sites. At the first site, there were 24 PA students and no interprofessional trainees at North Regional Hospital. At the second site, there were 10 PA students and no interprofessional trainees at Community Physicians. At the third site, there were 4 PA students and no interprofessional trainees at the Doctor's Clinic.

EXP-3 - Adding Individuals Trained Example 3

No.	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 <u>Interprofessional</u> Team-based care
	(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8
1	Degree/Diploma MPAS	North Regional Hospital	Student-Physician Assistant	24	10
2	Degree/Diploma MPAS	North Regional Hospital	Medicine-Internal Medicine	0	2
3	Degree/Diploma MPAS	North Regional Hospital	Student-Pharmacy School	0	5
4	Degree/Diploma MPAS	Community Physicians	Student-Physician Assistant	10	8
5	Degree/Diploma MPAS	Community Physicians	Student-Physical Therapy	0	4

Figure 67. EXP-3 - Adding Individuals Trained Example 3

Example with both your trainees and interprofessional trainees of the same discipline at the same sites:

In the example on this page, the PA School’s MPAS degree program trained 24 of its own PA students at North Regional Hospital. As part of Interprofessional team-based care, the MPAS program also trained 10 PA students from non-HRSA funded programs (not part of the PA Training in Primary Care grant program), 2 Internal Medicine residents and 5 pharmacy students. At a second site, the MPAS program trained 10 of its own PA students alongside 8 PA students from different PA programs as well as 4 physical therapy students who were part of interprofessional team-based care.



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

Notice to Grantees about Forms Pertaining to Course Development & Enhancement Activities

The CDE-1 and CDE-2 subforms have been enhanced to prepopulate specific information about the names and characteristics of courses or other training activities that have been developed or enhanced using BHW funds and were reported previously. **Please read the following instructions carefully to ensure the CDE-1 and CDE-2 subforms are completed accurately.**

- **For courses or other training activities that were reported previously and marked as "Under Development" or "Developed, but Not Yet Implemented":** The BPMH system will prepopulate certain Blocks in the CDE-1 subform. **Please note that all other Blocks must be updated on an annual basis until the course or training activity is marked as "Implemented"**
- **For courses or other training activities that were reported previously and marked as "Implemented":** The BPMH system will transfer these records to the new CDE-1a subform. The only action required in this subform is to select whether the course or training activity previously implemented was also offered during the annual reporting period.

 **Warning: CDE-1 and CDE-1a forms must be completed and validated prior to beginning the CDE-2 form.**

CDE-1: Course Development and Enhancement - Course Information

CDE-1 - Setup

To begin providing data about courses and other training activities that have been developed or enhanced through the grant **or to provide updates on previously reported activities**, click "Yes" to the initial setup question. Clicking "Yes" will activate the embedded Excel® form that will allow you to begin data entry.



The screenshot shows a web-based form titled "View Prior Period Data". At the top, there are three tabs: "CDE-1", "CDE-1a", and "CDE-2". Below the tabs, a message states "Fields with * are required". A red asterisk is followed by the question: "Have you used BHW resources or received in-kind support to develop or enhance a course or other training activity associated with the grant? Yes". Below the question are two buttons: "Yes (complete CDE-1 and CDE-2)" and "No (Click Save and Validate to proceed to the next form)".

Figure 68. CDE-1 - Setup



Warning: If you have used the CDE form before, this answer is pre-selected 'Yes' for you. You do not need to answer this question again. Please move ahead to the CDE form by using the form list located on the left side of your screen.



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 - Entering the Name of Course/Training Activity

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

 **Warning:** Complete the CDE-1 Setup form only if grant funds were used to develop or enhance courses or training activities other than those previously reported. You do not need to reenter information about courses or training activities previously reported.

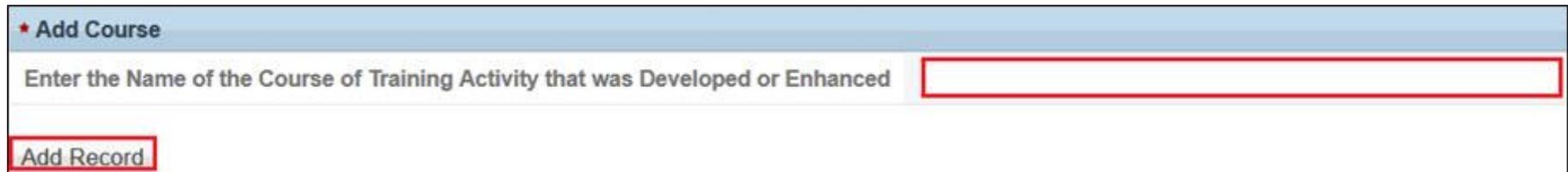


Figure 69. CDE-1 - Entering the Name of Course/Training Activity

Name of Course or Training Activity: To begin completing the CDE-1 subform, enter the name of each course or training activity that was developed or enhanced through the grant at any point during the entire project period. Click the "Add Record" button to save your entry. **Repeat this process to enter each course or training activity that was developed or enhanced through the grant separately.**



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.

CDE-1 - Selecting Type of Course or Training Activity

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
Course 1	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>

Figure 70. CDE-1 - Selecting Type of Course or Training Activity

Select Type of Course or Training Activity: To begin completing the CDE-1 subform for new records, select the type of course or training activity that was developed or enhanced through the grant by clicking on the drop-down menu under Block 2 and choosing **one** of the following options:

- Academic course
- Clinical rotation
- Faculty development programs or activities
- Field placement/practicum
- Grand rounds



Note: If you need to delete a new record for any reason, simply click on "Delete" under the column labeled "Options".



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.



Note: This Block will prepopulate for prior records with data submitted in the previous reporting period.

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

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
Course 1	Select one	Select one Newly developed	Select one

Figure 71. CDE-1 - Selecting whether Course was Newly Developed or Enhanced

Select whether Course or Training Activity was Newly Developed or Enhanced: For new records, select whether each course or training activity identified under Block 1 was newly developed or was enhanced by clicking on the drop-down menu under 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.
- Select 'Enhanced' for courses or training activities that were in existence prior to the grant and were modified or restructured through the grant.



Note: This Block will prepopulate for prior records with data submitted in the previous reporting period.

CDE-1 - Entering Development/Enhancement Status



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

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	
				From Year (5) Block 4a	To Year (6) Block 4a
Course 1	Select one	Select one	Select one Under development		

Figure 72. CDE-1 - Entering Development/Enhancement Status

Select Status of Development or Enhancements: For all records, select each course or training activity's current status by clicking on the drop-down menu under 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 records marked as "Implemented"** in Block 4, enter the academic start year that each course or training activity that was developed or enhanced through the grant was first implemented in the textbox under Column 5 (Block 4a) using the YYYY format.
- **For records marked as "Under Development" or "Developed, not yet implemented"**, enter N/A.

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

- **For records marked as "Implemented"** in Block 4, enter the academic end year that each course or training activity that was developed or enhanced through the grant was first implemented in the textbox under Column 6 (Block 4a) using the YYYY format.
- **For records marked as "Under Development" or "Developed, not yet implemented"**, enter N/A.



Note: For prior records, this field will be editable from the previous reporting period.

CDE-1 - Entering Curriculum

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	Enter Site Name from EXP-1 Where Implemented (9)
<input type="text"/>	Select one	<input type="text"/>

Figure 73. CDE-1 - Entering Curriculum

Enter the Curriculum the Course or Training Activity is Associated With: For new records, enter the name of the curriculum associated with each course or training activity that was developed or enhanced through the grant in the textbox under Block 5.



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



Note: This Block will prepopulate for prior records with data submitted in the previous reporting period.

CDE-1 - Selecting Delivery Mode

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	Enter Site Name from EXP-1 Where Implemented (9)
<input type="text"/>	Select one Select one Classroom-based	<input type="text"/>

Figure 74. 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 under Block 6 and choosing **one** of the following options:

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

 *Note: This Block will prepopulate for prior records with data submitted in the previous reporting period.*

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

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

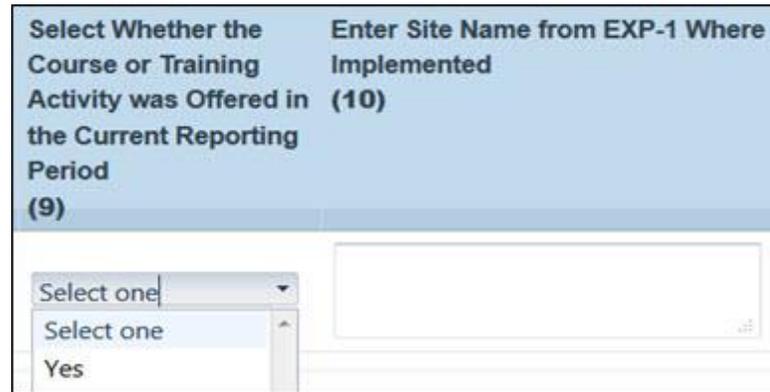


Figure 76. CDE-1a - Selecting Whether the Course was Offered in the Current Period

Select Whether the Course or Training Activity was Offered in the Current Reporting Period: To begin completing the CDE-1a subform, select whether a particular course or training activity previously implemented was offered during the annual reporting period by clicking on the drop-down menu under the column labeled "Select Whether Course or Training Activity was Offered During Current Reporting Period" (Column 9) and choosing **one** of the following options:

- Yes
- No



Warning: If "No" was selected in the CDE-1a subform, the name of the course or training activity previously implemented will not display as an option in the CDE-2 subform.

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



Figure 77. CDE-1a - 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 offered during the annual reporting period,** select the name(s) of the site(s) where the activity took place in the textbox under Column 9. The name(s) of the site(s) where the activity was implemented is 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.



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 - Adding Courses and Profession/Disciplines



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

* Add Profession/Discipline

Name of Course or Training Activity Course 1

Profession and Discipline of Individuals Trained

- Student - Post - high school / Pre - college
- Student - Diploma/Certificate

Add Record

Figure 78. CDE-2 - Adding Courses and Profession/Disciplines

Name of Course or Training Activity: To begin completing the CDE-2 subform for academic courses, training workshops, grand rounds, clinical rotations, and field placement/practica that were implemented during the annual reporting period, select the name of a course by clicking on the drop-down menu next to "Name of Course or Training Activity" (Block 1) and choosing **one** of the available options.

Profession and Discipline of Individuals Trained: Next, select the profession(s)/discipline(s) of individuals trained through each course or workshop offered during the annual reporting period by choosing **all that apply** from the options listed below.

Click on the "Add Record" button to save your entry. **Repeat this process to capture the profession/discipline of all individuals trained in each course or workshop offered during the annual reporting period.**

- Behavioral Health - Clinical Psychology
- Behavioral Health - Marriage and Family Therapy
- Behavioral Health - Pastoral/Spiritual Care
- Dentistry - Endodontic Dentistry
- Dentistry - Oral Surgery Dentistry
- Dentistry - Pathology Dentistry
- Dentistry - Prosthodontic Dentistry
- Medicine - Aerospace Medicine
- Behavioral Health - Clinical Social Work
- Behavioral Health - Other Psychology
- Dentistry - Dental Hygiene
- Dentistry - General Dentistry
- Dentistry - Orthodontic Dentistry
- Dentistry - Pediatric Dentistry
- Dentistry - Public Health Dentistry
- Medicine - Allergy and
- Behavioral Health - Counseling Psychology
- Behavioral Health - Other Social Work, Substance Abuse/Addictions Counseling
- Dentistry - Dental Hygiene/Public Health
- Dentistry - General Dentistry/Public Health
- Dentistry - Other
- Dentistry - Periodontic Dentistry
- Dentistry - Radiology Dentistry
- Medicine - Anesthesiology
- Medicine - Emergency Medicine

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- 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
- Other - Direct Service Worker
- Other - Health Education Specialist
- Other - Medical Assistant
- Other - Midwife (non - nurse)
- Other - Optometry
- Other - Profession Not Listed
- Other - Respiratory Therapy

- 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 Technology

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- 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 - Podiatry
- Other - Registered Dietician
- Other - Unknown

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- Other - Veterinary Medicine
- Other – Speech Therapy
- 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 - Dental School/Public Health
- Student - Graduate - Nursing Masters
- 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 - Pharmacy School
- Student - Post - high school / Pre - college
- Student - Undergraduate - Other

- Other - Midwife (non-nurse)
- Other - Pharmacy
- Other - Radiologic technology
- Other - Speech Pathology
- Other – Occupational Therapy
- 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 Hygiene/Public Health
- Student - Diploma/Certificate
- Student - Graduate - Other
- 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 - Physical Therapy
- Student - Registered nurse (RN)
- Student - Undergraduate - Public Health

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- Other – Physical Therapy
- 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 - Dental School
- Student - Graduate - Nursing Doctorate
- Student - Graduate - Other Behavioral Health
- 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 - Women’s health
- Student - Physician Assistant
- Student - Registered Nurse - BSN



Note: Only the names of courses and training activities 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.



Note: To view data submitted in the previous reporting period, click on the "View Prior Period Data" link on top of the form.

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

Name of Course or Training Activity	Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline
(1)	(2)	(3)
Block 1	Block 7	Block 7
Course 1	Student - Post - high school / Pre - college	<input type="text"/>

Figure 79. 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/ discipline in the textbox beside the drop-down menu. **Repeat this step as many times as necessary to total number of individuals trained during the annual reporting period by profession/discipline.**



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.

Faculty Development, Instruction, and Recruitment—FD Subforms

FD - Introduction

Notice to Grantees about Forms Pertaining to Faculty Development

The FD-1a and FD-1b subforms have been enhanced to prepopulate specific information about the names and characteristics of structured faculty development programs reported previously. **Please read the following instructions carefully to ensure the FD-1a and FD-1b subforms are completed accurately.**

For structured faculty development programs offered in a previous reporting period: You must select the status of each previously reported structured faculty development program. For programs that were ongoing, the BPMH system will prepopulate the certain blocks in the FD-1a subform.



Warning: Complete the FD-1a Setup form only if grant funds were used to support structured faculty development programs other than those previously reported and still ongoing. To provide updates for these programs, go to the second step in FD-1a (FD-1a — Selecting Program Status). Once a program has been completed, it will need to be re-entered as a new record if the program is run again with a new cohort.

FD-1a: Faculty Development - Structured Faculty Development Training Programs

FD-1a - Adding Structured Faculty Development Programs



Warning: The FD-1a and FD-1b subforms will only appear if "Structured Faculty Development Training Program" was selected in the Faculty Development Setup form.



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

* Add Structured Faculty Development Program

Program Name

Add Record

Figure 80. FD-1a - Adding Structured Faculty Development Programs

Program Name:

- To begin completing the FD-1a subform **for new records**, enter the name of each structured faculty development program coordinated and/or supported through the grant during the annual reporting period.
- Next, click the "Add Record" button to save your entry. **Repeat this process to enter each faculty development program that was coordinated and/or supported through the grant during the annual reporting period.**



Warning: Complete the FD-1a Setup form only if grant funds were used to support structured faculty development programs other than those previously reported. You do not need to reenter information about structured faculty development programs previously reported. To provide updates for these programs, skip to the instructions for the next step.



Note: If an entry needs to be deleted for any reason, simply click on "Delete" under the column labeled "Options".

Example: The PA School used BHW funds to support TeamSTEPPS training for ten (10) faculty members. In the first semester, the school used grant funds to pay for the costs of training three (3) faculty members. In the second semester, the school used grant funds to pay for the costs of training an

additional seven (7) faculty members.

Since each faculty development program supported through the grant must be reported separately, the PA School would have 2 entries— TeamSTEPPS #1 and TeamSTEPPS #2 (names are for illustrative purposes only). The PA School would complete the FD-1a and FD-1b subforms for each of these programs.

FD-1a - Selecting Program Status

Program Name (1)	Select Program Status in the Current Reporting Period (1a)	Select Whether this was a Degree Bearing Program (2) Block 2	For Degree-bearing Programs		For Non-Degree Bearing Program, Enter Length of Training Program in Clock Hours (5) Block 3
			Select Type of Degree Offered (3) Block 2a	Select Primary Focus Area (4) Block 2b	
Program 1	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text" value="Select one"/>	<input type="text"/>

Figure 81. FD-1a - Selecting Program Status

Select Program Status in the Current Reporting Period: For all records, select the status of each structured faculty development program at the end of the annual reporting period by clicking on the drop-down menu under Block 1a and choosing **one** of the following options:

- Complete
- Ongoing



Warning: If no additional structured faculty development programs were supported through the grant during the annual reporting period other than those previously reported, skip to the step named 'FD-1a — Entering # of Faculty Who Completed the Program'.

FD-1a - Entering Program Information for Degree/Non-Degree Programs



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

Program Name (1)	Select Program Status in the Current Reporting Period (1a)	Select Whether this was a Degree Bearing Program (2) Block 2	For Degree-bearing Programs		For Non-Degree Bearing Program, Enter Length of Training Program in Clock Hours (5) Block 3
			Select Type of Degree Offered (3) Block 2a	Select Primary Focus Area (4) Block 2b	
Program 1	Select one	Select one Yes	Select one	Select one	

Figure 82. FD-1a - Entering Program Information for Degree/Non-Degree Programs

Select Whether this was a Degree Bearing Program: To complete Block 2 for new records, select whether each faculty development training program that was supported through the grant during the reporting period culminates in awarding participants with a professional certificate or academic degree by clicking on the drop-down menu and choosing **one** of the following options:

- Yes
- No

For Degree-bearing Programs: Select Type of Degree Offered: If 'Yes' was selected for Block 2, select the type of degree that participants will earn when completing each program by clicking on the drop-down menu under Block 2a and choosing **one** of the options listed below. If 'No' was selected for Block 2, select 'N/A'.

- | | | |
|---------------|--------|-------|
| • BA | • BCHS | • BPH |
| • BS | • BSN | • BSW |
| • Certificate | • DC | • DDS |

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- DDS/MPH
- DMD
- DO
- DO/MSPH
- DrPH
- MA
- MCHS
- MD/MPH
- MD/ScD
- MHS
- MMS/MPH
- MPAP
- MPAS/MPH
- MPH
- MSCR
- MSPH
- No Degree Earned
- Post-Masters Certificate
- N/A
- DDS/MSPH
- DMD/MPH
- DO/DrPH
- DO/ScD
- DVM
- Master's Degree Not Otherwise Specified
- MD
- MD/MSPH
- MEd
- MMS
- MMS/MSPH
- MPAS
- MPAS/MSPH
- MS
- MSHS
- MSSW
- PharmD
- PsyD
- Diploma
- DMD/MSPH
- DO/MPH
- Doctoral Degree Not Otherwise Specified
- Joint Degrees not otherwise specified
- MBA
- MD/DrPH
- MD/PhD
- MHA
- MMS/DrPH
- MMS/ScD
- MPAS/DrPH
- MPAS/ScD
- MS-CTS
- MSPAS
- MSW
- PhD
- ScD

For Degree-bearing Programs: Select Primary Focus Area: If a faculty development program will culminate in awarding participants with an academic degree in dentistry, nursing, or public health, select the degree's focus area by clicking on the drop-down menu under Block 2b and choosing **one of the options listed below. If 'No' was selected for Block 2, select 'N/A'.**

- Business Administration
- Dentistry - Endodontic Dentistry
- Dentistry - Orthodontic Dentistry
- Dentistry - Periodontic Dentistry
- Dentistry - Radiology Dentistry
- Health Administration
- Public Health - Biostatistics
- Public Health - Epidemiology
- Dentistry - Dental Assistant
- Dentistry - General Dentistry
- Dentistry - Pathology Dentistry
- Dentistry - Prosthodontic Dentistry
- Education
- Leadership
- Public Health - Disease Prevention & Health Promotion
- Dentistry - Dental Hygiene
- Dentistry - Oral Surgery Dentistry
- Dentistry - Pediatric Dentistry
- Dentistry - Public Health Dentistry
- Education and Clinical Research
- Other Focus Area
- Public Health - Environmental Health

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- Public Health - Injury Control & Prevention
- Public Health - Social & Behavioral Sciences

- Public Health - Health Policy & Management
- Public Health - Maternal and Child Health
- Teaching

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- Public Health - Infectious Disease Control
- Public Health - Nutrition
- N/A

For Non-Degree Bearing Program, Enter Length of Training Program in Clock Hours: If 'Yes' was selected for Block 2, enter "0" in Block 3. If 'No' was selected for Block 2, enter the length of each program in clock hours in the textbox under Block 3.



Note: These Blocks will be prepopulated for prior records based on data submitted in the previous reporting period.

FD-1a - Entering % of Time Spent Developing Competencies in Different Roles

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

Enter the % of Time Spent Developing Competencies for the Following Roles			
Clinician (6) Block 5	Administrator (7) Block 5	Educator (8) Block 5	Researcher (9) Block 5

Figure 83. FD-1a - Entering % of Time Spent Developing Competencies in Different Roles

Enter the % of Time Spent Developing Competencies for the Following Roles: Clinician: Enter the percentage of time spent in each faculty development program developing competencies associated with the 'Clinician' role (Column 6).

Enter the % of Time Spent Developing Competencies for the Following Roles: Administrator: Enter the percentage of time spent in each faculty development program developing competencies associated with the 'Administrator' role (Column 7).

Enter the % of Time Spent Developing Competencies for the Following Roles: Educator: Enter the percentage of time spent in each faculty development program developing competencies associated with the 'Educator' role (Column 8).

Enter the % of Time Spent Developing Competencies for the Following Roles: Researcher: Enter the percentage of time spent in each faculty development program developing competencies associated with the 'Researcher' role (Column 9).



Note: Percentages of time spent across the four roles must sum up to 100%.

 *Note: These Blocks will prepopulate for prior records with data submitted in the previous reporting period.*

FD-1a - Entering # of Faculty Who Completed the Program

Enter # of Faculty Who Completed the Program (10) Block 6	Select whether any Faculty Received any type of BHW-Funded Financial Award during the Training Program (11) Block 7
<input type="text"/>	

Figure 84. FD-1a - Entering # of Faculty Who Completed the Program

Enter # of Faculty Who Completed the Program: For structured training programs marked as "Complete" in Block 1a, enter the number of faculty who completed each program during the annual reporting period in the textbox under Block 6.



Note: If a structured faculty development program was marked as "Ongoing" in Block 1a, enter "0" in the textbox under Block 6.

FD-1a - Selecting whether Faculty Received BHW-Funded Financial Award

Enter # of Faculty Who Completed the Program (10) Block 6	Select whether any Faculty Received any type of BHW-Funded Financial Award during the Training Program (11) Block 7

Figure 85. FD-1a - Selecting whether Faculty Received BHW-Funded Financial Award

Select whether any Faculty Received any type of BHW-Funded Financial Award during the Training Program: To complete the FD-1a subform **for new records**, select whether any faculty who participated in a training program received any type of BHW-funded financial award by clicking on the drop-down menu under Block 7 and choosing from the following options:

- Yes
- No



Warning: You must complete an INDGEN subform for each faculty who received a BHW-funded financial award (e.g., conference/workshop or other activity to include registration fees, travel and per diem) during the annual reporting period for participating in a structured faculty development program.



Note: This Block will prepopulate for prior records with data submitted in the previous reporting period.



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.

FD-1b: Faculty Development - Faculty Trained By Profession/Discipline

FD-1b - Adding Profession and Discipline for Structured Programs



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

* Add Training Program and Discipline

Program Name: Program 1

Select Profession and Discipline of Faculty Trained:

- Dentistry - Endodontic Dentistry
- Dentistry - General Dentistry
- Dentistry - Oral Surgery Dentistry

Add Record

Figure 86. FD-1b - Adding Profession and Discipline for Structured Programs

Program Name: To add information about the profession and discipline of faculty who participated in each program during the annual reporting period, select a program name by clicking on the drop-down menu next to "Program Name" and choosing **one** of the available options.

Profession and Discipline of Faculty Trained: Next, select the profession(s) and discipline(s) of all faculty who participated in each faculty development program during the annual reporting period by choosing **all that apply** from the options listed below.

Click on the "Add Record" button to save your entry. **Repeat this process to capture the profession and discipline of all faculty members who participated in each faculty development program during the annual reporting period.**

- Behavioral Health - Clinical Psychology
- Behavioral Health - Marriage and Family Therapy
- Behavioral Health - Pastoral/Spiritual Care
- Dentistry - Oral Surgery Dentistry
- Dentistry - Pathology Dentistry
- Behavioral Health - Clinical Social Work
- Behavioral Health - Other Psychology
- Dentistry - Endodontic Dentistry
- Dentistry - Orthodontic Dentistry
- Dentistry - Pediatric Dentistry
- Dentistry - Public Health Dentistry
- Behavioral Health - Counseling Psychology
- Behavioral Health - Other Social Work, Substance Abuse/Addictions Counseling
- Dentistry - General Dentistry
- Dentistry - Other
- Dentistry - Periodontic Dentistry
- Dentistry - Radiology Dentistry
- Medicine - Anesthesiology

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- 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
- Nursing - NP - Child/Adolescent Psychiatric/Mental Health
- Nursing - NP - Family Psychiatric/Mental Health
- Nursing - NP - Pediatrics
- Nursing - Nurse anesthetist
- Nursing - Nurse midwife
- Nursing - Registered Nurse
- 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 gerontology
- Nursing - NP - Emergency care
- Nursing - NP - Geropsychiatric
- Nursing - NP - Women's health
- Nursing - Nurse educator
- Nursing - Other
- 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
- 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 - Adult Psychiatric/Mental health
- Nursing - NP - Family
- Nursing - NP - Neonatal
- Nursing - Nurse administrator
- Nursing - Nurse informaticist
- 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
- Physician Assistant

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- 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
- Public Health - Biostatistics
- Public Health - Epidemiology
- Public Health - Infectious Disease Control
- Public Health - Other
- Other - Radiologic technology
- Other - Speech Pathology
- Other - Veterinary Medicine
- Public Health - Disease Prevention & Health Promotion
- Public Health - Health Administration
- Public Health - Injury Control & Prevention
- Public Health - Social & Behavioral Sciences

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- Public Health - Environmental Health
- Public Health - Health Policy & Management
- Public Health - Nutrition



Note: Information regarding the names of faculty development programs will prepopulate with the information that was entered and saved in the FD-1a subform.

FD-1b - Entering # Trained in the Profession and Discipline

No.	Program Name (1)	Profession and Discipline of Faculty Trained (2)	Enter # Trained in this Profession and Discipline (3)
		Block 4	Block 4
1	Program 1	Dentistry - Endodontic Dentistry	<input type="text"/>

Figure 87. FD-1b - Entering # Trained in the Profession and Discipline

Enter # Trained in this Profession and Discipline: Enter the number of faculty in that profession and discipline who participated in each structured faculty development program during the annual reporting period in the textbox beside the drop-down menu. **Repeat this step as many times as necessary to capture the total number of faculty by profession and discipline who participated in each structured training program during the annual reporting period.**



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.

FD-2a: Faculty Development - Faculty Development Activities

FD-2a - Entering Faculty Development Activities



Warning: The FD-2a and FD-2b subforms will only appear if "Faculty Development Activities" was selected in the Faculty Development Setup form.



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

* Add Faculty Development Activities

Activity Name

Add Record

Figure 88. FD-2a - Entering Faculty Development Activities

Activity Name:

- To begin completing the FD-2a subform, enter the name of each faculty development activity coordinated and/or supported through the grant during the annual reporting period.
- Click on the "Add Record" button to save your entry. **Repeat this process to enter each faculty development activity coordinated and/or supported through the grant during the annual reporting period.**

Example:

Example: The PA School used BHW funds to pay for the cost of sending five (5) faculty members to the annual Academy Health conference. In addition, the school also used BHW funds to pay for the cost of sending two (2) faculty members to a local workshop on the integration of behavioral health and primary care.

Since each faculty development activity supported through the grant must be reported separately, the PA School would have 2 entries—one entry for the Academy Health Annual Conference and one for the Integration of Behavioral Health and Primary care workshop (names are for illustrative purposes only). The PA School would complete the FD-2a and FD-2b subforms for each of these activities.

FD-2a - Selecting Type of Faculty Development Activity Offered



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

Activity Name (1)	Select Type of Faculty Development Activity Offered (2) Block 8	For Courses or Workshops	
		Select Whether Activity is Accredited for Continuing Education Credit (3) Block 8a	Select Whether Attendance was to Acquire or Maintain Professional Certification (4) Block 8b
Activity 1	Select one Professional Conference	Select one	Select one

Figure 89. FD-2a - Selecting Type of Faculty Development Activity Offered

Select Type of Faculty Development Activity Offered: To begin completing the FD-2a subform, select the type of faculty development activity supported and/or coordinated through the grant during the reporting period by clicking on the drop-down menu under Block 8 and choosing **one** of the following options:

- Academic Course for Continuing Education
- Clinical Rotation for Continuing Education
- Grand Rounds for Continuing Education
- Professional Conference
- Training/Workshop for Continuing Education

For Courses or Workshops: Select Whether Activity is Accredited for Continuing Education Credit: Select whether these are accredited for continuing education credit by clicking on the drop-down menu under Block 8a and choosing **one** of the following options:

- Yes
- No

- N/A

For Courses or Workshops: Select Whether Attendance was to Acquire or Maintain Professional Certification: Select whether attendance by faculty was for the purposes of acquiring or maintaining a professional certification by clicking on the drop-down menu under Block 8b and choosing one of the following options:

- Yes
- No
- N/A



Note: If "Academic Course for Continuing Education" or "Training/Workshop for Continuing Education" was selected under Block 8, select 'Yes' or 'No' for Blocks 8a and 8b. If any other option was selected under Block 8, select "N/A" under Blocks 8a and 8b.

FD-2a - Entering Duration of Training Activity

Activity Name (1)	Select Type of Faculty Development Activity Offered (2) Block 8	For Courses or Workshops		Enter Duration of Training Activity in Clock Hours (5) Block 9	Select Delivery Mode Used to Offer Training Activity (6) Block 10	Select the Faculty Role(s) Addressed at Training Activity (7) Block 11
		Select Whether Activity is Accredited for Continuing Education Credit (3) Block 8a	Select Whether Attendance was to Acquire or Maintain Professional Certification (4) Block 8b			
Activity 1	Select one ▾	Select one ▾	Select one ▾	<input style="border: 2px solid red;" type="text"/>	Select one ▾	<input type="text"/>

Figure 90. FD-2a - Entering Duration of Training Activity

Enter Duration of Training Activity in Clock Hours: Enter the duration, in clock hours, of each faculty development in the textbox under Block 9.



Note: For activities less than one (1) hour, provide a decimal value by dividing the total number of minutes the course lasted by 60. (e.g., a 15-minute course would be entered as $15/60 = .25$.)

FD-2a - Selecting Delivery Mode

Activity Name (1)	Select Type of Faculty Development Activity Offered (2) Block 8	For Courses or Workshops		Enter Duration of Training Activity in Clock Hours (5) Block 9	Select Delivery Mode Used to Offer Training Activity (6) Block 10	Select the Faculty Role(s) Addressed at Training Activity (7) Block 11
		Select Whether Activity is Accredited for Continuing Education Credit (3) Block 8a	Select Whether Attendance was to Acquire or Maintain Professional Certification (4) Block 8b			
Activity 1	Select one	Select one	Select one		Select one Select one Classroom-based	

Figure 91. FD-2a - Selecting Delivery Mode

Select Delivery Mode Used to Offer Training Activity: Select the primary delivery mode used to offer each faculty development activity by clicking on the drop-down menu under Block 10 and choosing **one** of the following options:

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

FD-2a - Selecting Faculty Role(s)

Activity Name (1)	Select Type of Faculty Development Activity Offered (2) Block 8	For Courses or Workshops		Enter Duration of Training Activity in Clock Hours (5) Block 9	Select Delivery Mode Used to Offer Training Activity (6) Block 10	Select the Faculty Role(s) Addressed at Training Activity (7) Block 11
		Select Whether Activity is Accredited for Continuing Education Credit (3) Block 8a	Select Whether Attendance was to Acquire or Maintain Professional Certification (4) Block 8b			
Activity 1	Select one	Select one	Select one		Select one	<input type="checkbox"/> Administrator <input type="checkbox"/> Clinician

Figure 92. FD-2a - Selecting Faculty Role(s)

Select the Faculty Role(s) Addressed at Training Activity: To complete the FD-2a subform, select the faculty role(s) addressed in each activity by clicking on the drop-down menu under Block 11 and choosing **all that apply** from the following options:

- Administrator
- Clinician
- Educator
- Researcher



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.

FD-2b: Faculty Development - Faculty Trained By Profession/Discipline

FD-2b - Adding Profession and Discipline for Activities

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

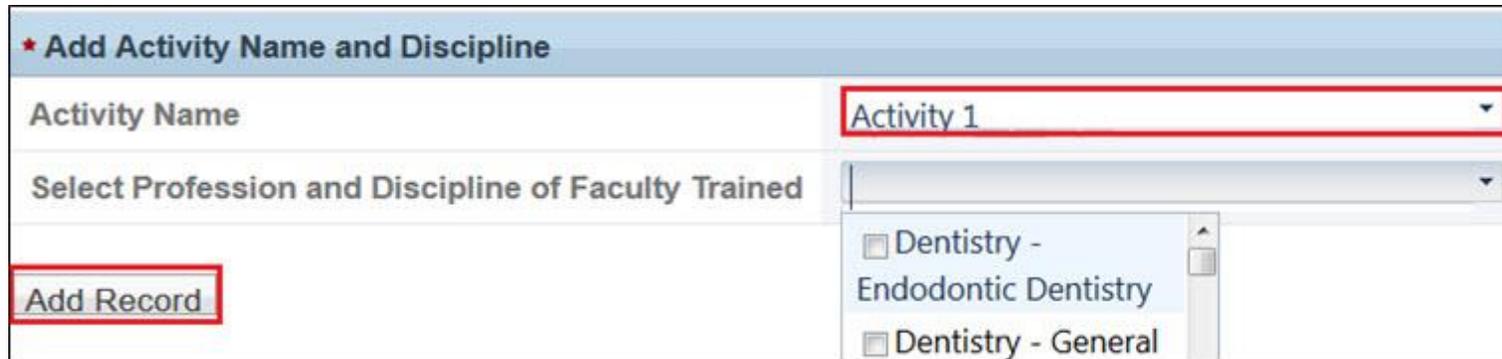


Figure 93. FD-2b - Adding Profession and Discipline for Activities

Activity Name: To add information about the profession(s) and discipline(s) of faculty who participated in each activity during the annual reporting period, select an activity by clicking on the drop-down menu next to "Activity Name" and choosing **one** of the available options.

Profession and Discipline of Faculty Trained: Select the profession(s) and discipline(s) of all faculty who participated in each activity by choosing **all that apply** from the options listed below. Next, click on the "Add Record" button to save your entry. **Repeat this process to capture the professions and disciplines of all faculty members who participated in each faculty development activity during the annual reporting period.**

- Behavioral Health - Clinical Psychology
- Behavioral Health - Marriage and Family Therapy
- Behavioral Health - Pastoral/Spiritual Care
- Dentistry - Oral Surgery Dentistry
- Dentistry - Pathology Dentistry
- Dentistry - Prosthodontic Dentistry
- Behavioral Health - Clinical Social Work
- Behavioral Health - Other Psychology
- Dentistry - Endodontic Dentistry
- Dentistry - Orthodontic Dentistry
- Dentistry - Pediatric Dentistry
- Dentistry - Public Health Dentistry
- Medicine - Allergy and Immunology
- Behavioral Health - Counseling Psychology
- Behavioral Health - Other Social Work, Substance Abuse/Addictions Counseling
- Dentistry - General Dentistry
- Dentistry - Other
- Dentistry - Periodontic Dentistry
- Dentistry - Radiology Dentistry
- Medicine - Anesthesiology
- Medicine - Emergency Medicine

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- 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
- Nursing - NP - Child/Adolescent Psychiatric/Mental Health
- Nursing - NP - Family Psychiatric/Mental Health
- Nursing - NP - Pediatrics
- Nursing - Nurse anesthetist
- Nursing - Nurse midwife
- Nursing - Registered Nurse
- Other - Chiropractic
- 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 gerontology
- Nursing - NP - Emergency care
- Nursing - NP - Geropsychiatric
- Nursing - NP - Women's health
- Nursing - Nurse educator
- Nursing - Other
- 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
- 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 - Adult Psychiatric/Mental health
- Nursing - NP - Family
- Nursing - NP - Neonatal
- Nursing - Nurse administrator
- Nursing - Nurse informaticist
- 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
- Physician Assistant
- Public Health - Environmental Health

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- 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
- Public Health - Biostatistics
- Public Health - Epidemiology
- Public Health - Infectious Disease Control
- Public Health - Other

- Other - Speech Pathology
- Other - Veterinary Medicine
- Public Health - Disease Prevention & Health Promotion
- Public Health - Health Administration
- Public Health - Injury Control & Prevention
- Public Health - Social & Behavioral Sciences

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- Public Health - Health Policy & Management
- Public Health - Nutrition



Note: Information regarding the names of faculty development activities will prepopulate with the information that was entered and saved in the FD-2a subform.

FD-2b - Entering # Trained in the Profession and Discipline

Activity Name (1)	Profession and Discipline of Faculty Trained (2)	Enter # Trained in this Profession and Discipline (3)
	Block 12	Block 12
Activity 1	Dentistry - Endodontic Dentistry	<input type="text"/>

Figure 94. FD-2b - Entering # Trained in the Profession and Discipline

Enter # Trained in this Profession and Discipline: Enter the number of faculty in that profession/discipline who participated in each activity during the annual reporting period in the textbox beside the drop-down menu. **Repeat this step as many times as necessary to capture the total number of faculty by profession/discipline who participated in each activity during the annual reporting period.**



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, click on the "Submit" button in the left hand side of the EHB to begin the submission process of your PRGCA. You have not submitted your PRGCA until you receive a message indicating that your report has been successfully submitted. Please follow instructions on the next few pages. You must validate your report, and finally the report must be certified by the submitting official at your institution before it is submitted to HRSA. Please ensure that this process is completed in a timely manner.

Printing Your Performance Report

The screenshot displays the 'Performance Report' interface. On the left sidebar, the 'Review' link is highlighted with a red box. The main content area shows a 'Resources' section with a 'Print All Forms' button also highlighted with a red box. Below this, there is a table with columns for 'Section', 'Type', and 'Options'. The table lists various report sections such as 'Training Program', 'PC', 'IND-GEN', 'INDGEN-GPC', 'INDGEN-PY', 'EXP', and 'Comments and Certification', all with a 'Type' of 'HTML' and a 'View' option.

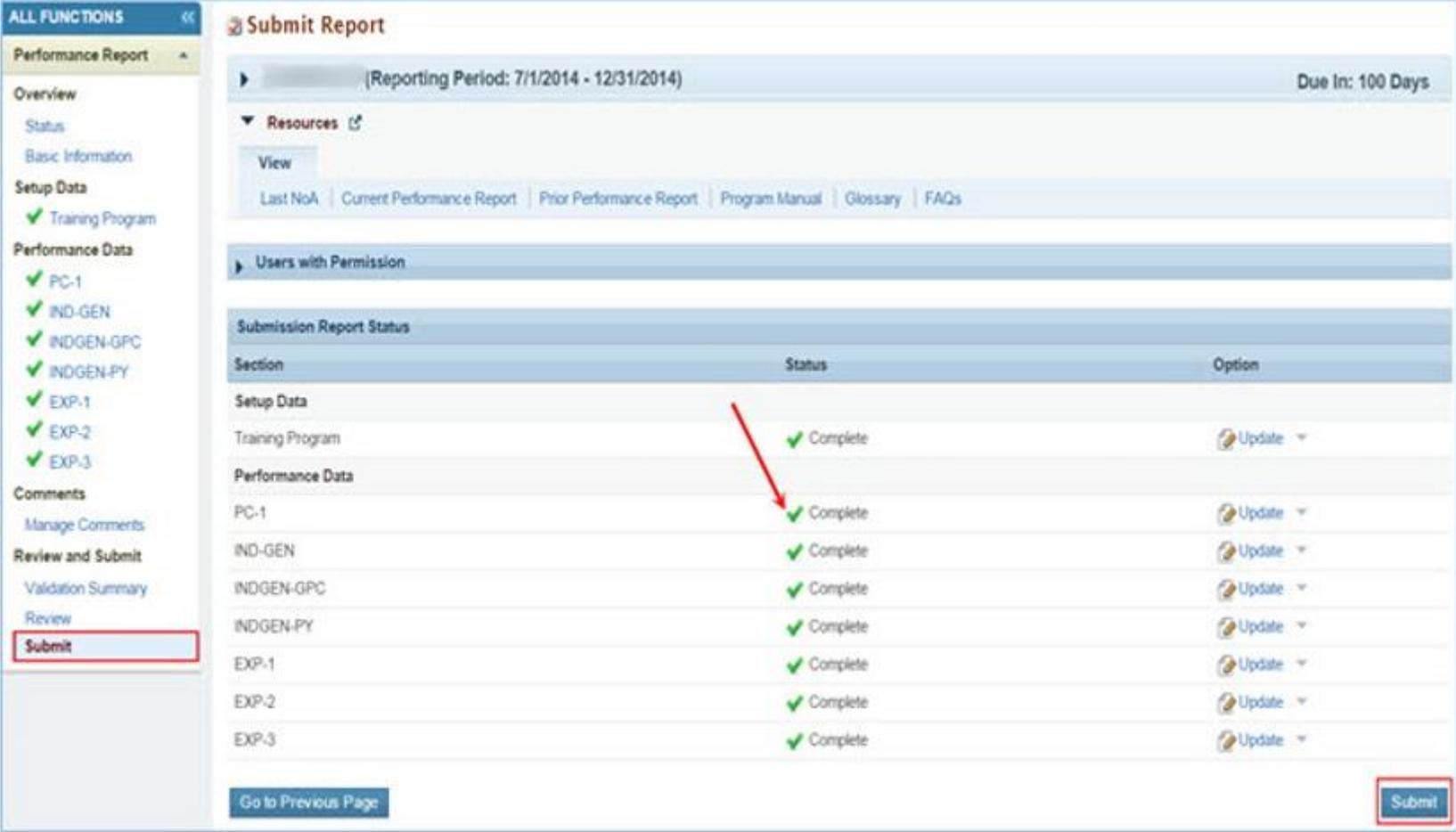
Section	Type	Options
View: Semi-Annual Performance Report		
Training Program	HTML	View
PC	HTML	View
IND-GEN	HTML	View
INDGEN-GPC	HTML	View
INDGEN-PY	HTML	View
EXP	HTML	View
Comments and Certification	HTML	View

Figure 95. 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.



The screenshot displays the 'Submit Report' interface. On the left is a navigation menu with categories like 'Performance Report', 'Setup Data', 'Performance Data', and 'Review and Submit'. The 'Submit' link is highlighted in red. The main content area shows a table titled 'Submission Report Status' with columns for 'Section', 'Status', and 'Option'. A red arrow points to the 'Complete' status of the 'PC-1' row. A 'Submit' button is also highlighted in red at the bottom right.

Section	Status	Option
Setup Data		
Training Program	✓ Complete	Update
Performance Data		
PC-1	✓ Complete	Update
IND-GEN	✓ Complete	Update
INDGEN-GPC	✓ Complete	Update
INDGEN-PY	✓ Complete	Update
EXP-1	✓ Complete	Update
EXP-2	✓ Complete	Update
EXP-3	✓ Complete	Update

Figure 96. 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.

Submit Report - Confirm

You have chosen to submit this report to HRSA. Please check the box to electronically sign the Report. Click the 'Confirm' button below to submit the report. If you do (+ View More)

Confirmation:
This is a confirmation page! You MUST Click on the appropriate button to complete your action.

Fields with * are required

*** Certification** [View Report](#)

I Sherer, Sara certify that I am authorized to submit this report to HRSA for grant D40HP28075.

Please check the box to electronically sign the Report.

[Cancel](#) [Confirm](#)

Figure 97. Screenshot of the Submit Report - Confirm Page

Submit Report - Result

Your report is successfully submitted to HRSA. The details for this report is listed below. Please note them down for future reference. For any other questions please (+ View More)

Report Details	
Report Type	2015 Final Report
Grant Number	UBMHP20202
Submission Tracking Number	BPMFRUB600029227

[Return to List](#)

Figure 98. 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 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.

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(1)(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 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 **August 01, 2016** 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, 2015 - June 30, 2016**.

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 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 reporting 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-PY 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-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 funding during the academic year. When you enter, save, and validate the funding amount for the current reporting period, the academic year total will automatically populate.

Q24: How is the cumulative funding total calculated?

A24: The cumulative funding total is automatically re-calculated each annual reporting period in EHB. This is the total of each annual 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.

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.