

Overview of Performance Report for Grants and Cooperative Agreements

Area Health Education Centers

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration
Bureau of Health Workforce

Grant Purpose – Setup

The Grant Purpose Setup form captures information about the types of activities conducted by grantees of multipurpose or hybrid programs during the reporting period. Please select the type(s) of activity(ies) that were conducted during the reporting period with BHW funds and then click 'Save and Validate'. Also, if you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen.

 **Note(s):**

Selections on this form affect all subsequent forms. If you are unsure about which options to select, please refer to the instruction manual and/or contact your Government Project Officer.

[View Prior Period Data](#)

Grant Purpose	Select
AHEC-1: Health careers recruitment of underrepresented minority populations or individuals from disadvantaged or rural backgrounds	<input checked="" type="checkbox"/>
AHEC-2: Community-based education and training with emphasis on primary care	<input checked="" type="checkbox"/>
AHEC-3: Continuing education	<input checked="" type="checkbox"/>
AHEC-4: Public health careers exposure to youth	<input checked="" type="checkbox"/>

Training Program – Setup

The Training Program Setup form captures general information about the types of training programs that were supported with BHW funds during the reporting period. Please complete this setup page for each training program that was offered during the reporting period and was supported with BHW funds. Enter each training program separately by selecting from the drop-down menu under the ‘Add Training Program’ section. Once selected, click the ‘Load Program Details’ button and complete the remaining follow-up question(s) related to your selection. Once you have answered all follow-up questions, click on ‘Add Record’ to save your entry. If you wish to view data that were submitted in the prior reporting period, click on the ‘View Prior Period Data’ link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as ‘Prior Records’ under the column labeled "Record Status".

Note(s): You must enter each training program that was supported with BHW funds separately. Do not include any information about faculty development or continuing education offerings in this form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer.

[View Prior Period Data](#)

* Add Training Program	
Select Type of Training Program Offered (Click the ‘Load Program Details’ button after selecting your training program)	<div style="border: 1px solid #ccc; padding: 5px;"> Select One V Non-degree structured training program (Structured) Non-degree unstructured training program (Unstructured) Practicum/Field Placement program </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Load Program Details"/> </div>
For a Non-degree bearing Structured or Unstructured Training Program, Enter Name of Training Activity	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;">Textbox</div>
For a Fellowship, Residency, Practicum/Field Placement, Internship or 1-year Retraining Program, Select the Primary Discipline of Individuals Trained	<div style="border: 1px solid #ccc; padding: 5px; width: 100%;">Single Select</div>
<input type="button" value="Add Record"/>	

No.	Record Status	Training Program (1)	Select Training Activity Status in the Current Reporting Period (2)	Option(s)
1	Prior Record	Unstructured Pre-college Preparation ActivityName1	Ongoing	Delete
2	New Record	Structured High School Academy Enrichment ActivityName2	Complete	Delete
3	Prior Record	Practicum/Field Placement program Student - Pharmacy	Active	Delete

PC: Program Characteristics

PC-2: Program Characteristics – Non-degree bearing Unstructured Training Programs

The Program Characteristics (PC) subforms are designed to collect additional information about training programs that were offered during the reporting period and were supported with BHW funds. Each of the subforms corresponds to a different type of training program. Please complete the required subforms for each program that was entered in the Training Program Setup form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the ‘View Prior Period Data’ link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as ‘Prior Records’ under the column labeled "Record Status".

Note(s):

The PC-2 subform collects information specific to Non-degree bearing Unstructured Training Programs only.

PC-1	PC-2	PC-3	PC-4	PC-5	PC-6	PC-7	PC-8	PC-9
------	------	------	------	------	------	------	------	------

[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Type of Training Activity	Name of Training Activity	Select Education Level(s) of Participants	Enter Length of Training Activity in Clock Hours	Select Type(s) of Partners/Consortia Used to Offer this Training	Select Type(s) of Community-based Collaborator(s)	Select Training Activity Status in the Current Reporting Period
		(1) Block 1	(2) Block 1a	(3) Block 1a.1	(4) Block 1b	(5) Block 1c	(6) Block 2	(6a)	(7)
1	Prior Record	Unstructured Pre-college Preparation ActivityName1							Complete
2	Prior Record	Unstructured College Academic Support ActivityName2							Ongoing
3	New Record	Unstructured Pre-college Preparation ActivityName3							Complete
4	New Record	Unstructured Socialization ActivityName3							Ongoing

PC-3: Program Characteristics – Non-degree bearing Structured Training Programs

The Program Characteristics (PC) subforms are designed to collect additional information about training programs that were offered during the reporting period and were supported with BHW funds. Each of the subforms corresponds to a different type of training program. Please complete the required subforms for each program that was entered in the Training Program Setup form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the ‘View Prior Period Data’ link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as ‘Prior Records’ under the column labeled "Record Status".

Note(s):
The PC-3 subform collects information specific to Non-degree bearing Structured Training Programs only.

PC-1	PC-2	PC-3	PC-4	PC-5	PC-6	PC-7	PC-8	PC-9
------	------	------	------	------	------	------	------	------

[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Type of Training Activity	Name of Training Activity	Select Education Level(s) of Participants	Enter Length of Training Program in Clock Hours	Select Whether Public Health Careers Content Was Offered	Select Whether Clinical or Practicum Training Was Offered	Select Whether Cultural Competency Training Was Offered	Select Type(s) of Partners/Consortia Used to Offer this Training	Select Type(s) of Community-based Collaborator(s)	Select Training Activity Status in the Current Reporting Period
		(1) Block 1	(2) Block 1d	(3) Block 1d.1	(4) Block 1e	(5) Block 1f	(6) Block 1g	(7) Block 1h	(8) Block 1i	(9) Block 2	(9a)	(10)
1	Prior Record	Structured High School Academy ActivityName2										Complete
2	Prior Record	Structured High School Academy ActivityName3										Ongoing
3	New Record	Structured Saturday Academy ActivityName4										Complete
4	New Record	Structured Pre-Matriculation Program ActivityName5										Ongoing

PC-7: Program Characteristics – Practica and Field Placements

The Program Characteristics (PC) subforms are designed to collect additional information about training programs that were offered during the reporting period and were supported with BHW funds. Each of the subforms corresponds to a different type of training program. Please complete the required subforms for each program that was entered in the Training Program Setup form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the ‘View Prior Period Data’ link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as ‘Prior Records’ under the column labeled "Record Status".

Note(s):
 Note: The PC-7 subform collects information specific to Practicum and Field Placement Programs only.

PC-1	PC-2	PC-3	PC-4	PC-5	PC-6	PC-7	PC-8	PC-9
------	------	------	------	------	------	------	------	------

[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Primary Discipline of Individuals Trained	Select Type(s) of Partners/ Consortia Used to Offer this Training	Select Type(s) of Community-based Collaborator(s)	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	URM	Disadvantaged Background and not URM	Total	URM	Total	URM
		(1) Block 1	(2) Block 1l	(3) Block 2	(3a)	(4) Block 3	(5) Block 3a	(6) Block 3b	(7) Block 8	(8) Block 8a	(9) Block 9	(10) Block 9a
1	Prior Record	Practicum/Field Placement program Student - Pharmacy										
2	New Record	Practicum/Field Placement program Student – Medical School										

LR: Legislatively Required Forms

LR-1: Trainees by Training Category

The LR-1a subform captures aggregate-level information about the number of trainees who participated in specific types of programs or activities entered in the Training Program Setup form. Please complete this subform for each training program listed below. If you have any questions about how to complete this subform, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Trainees by Training Category		Attrition		Select Training Activity Status in the Current Reporting Period
			Enter # of Enrollees	Enter # of Program Completers	Enter # of Individuals who left the Program before Completion	Enter # of URM who left the Program before Completion	
		(1)	(2) Block 1	(6) Block 5	(7) Block 6	(8) Block 6a	(16)
1	Prior Record	Unstructured Pre-college Preparation ActivityName1					Ongoing
2	New Record	Structured High School Academy Enrichment ActivityName2					Complete
3	New Record	Practicum/Field Placement program Student - Pharmacy					Active

LR-2: Trainees by Age & Sex

The LR-2 form captures aggregate-level information about the age groups and sex of trainees who participated in each of the training programs or activities entered in the Training Program Setup form. Please complete this form for each training program listed below. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Age Group of Trainees	Sex: Male		Sex: Female		Sex: Not Reported		Select Training Activity Status in the Current Reporting Period
				Enter # of Enrollees	Enter # of Program Completers	Enter # of Enrollees	Enter # of Program Completers	Enter # of Enrollees	Enter # of Program Completers	
		(1)	(2)	(3) Blocks 1-6	(7) Blocks 49-54	(8) Blocks 7-12	(12) Blocks 55-60	(13)	(17)	(18)
1	Prior Record	Unstructured Pre-college Preparation ActivityName1	19 and Under							Ongoing
2	Prior Record	Unstructured Pre-college Preparation ActivityName1	20 – 29 years							Ongoing
3	Prior Record	Unstructured Pre-college Preparation ActivityName1	30 – 39 years							Ongoing
4	Prior Record	Unstructured Pre-college Preparation ActivityName1	40 – 49 years							Ongoing
5	Prior Record	Unstructured Pre-college Preparation ActivityName1	50 – 59 years							Ongoing
6	Prior Record	Unstructured Pre-college Preparation ActivityName1	60 and Over							Ongoing
7	Prior Record	Unstructured Pre-college Preparation ActivityName1	Age Not Reported							Ongoing

DV-1: Trainees by Racial & Ethnic Background

The DV-1 form captures aggregate-level information about the racial and ethnic background of trainees who participated in each of the training programs or activities entered in the Training Program Setup form. Please complete this form for each training program entered in the Training Program Setup form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Race Category	Ethnicity: Hispanic/Latino		Ethnicity: Non-Hispanic/Non-Latino		Ethnicity: Not Reported		Select Training Activity Status in the Current Reporting Period
				Enter # of Enrollees	Enter # of Program Completers	Enter # of Enrollees	Enter # of Program Completers	Enter # of Enrollees	Enter # of Program Completers	
		(1)	(2)	(3) Blocks 1-7	(7) Blocks 29-35	(8) Blocks 36-42	(12) Blocks 64-70	(13)	(17)	(18)
1	Prior Record	Unstructured Pre-college Preparation ActivityName1	American Indian or Alaska Native							Ongoing
2	Prior Record	Unstructured Pre-college Preparation ActivityName1	Black or African American							Ongoing
3	Prior Record	Unstructured Pre-college Preparation ActivityName1	Asian							Ongoing
4	Prior Record	Unstructured Pre-college Preparation ActivityName1	Native Hawaiian or Pacific Islander							Ongoing
5	Prior Record	Unstructured Pre-college Preparation ActivityName1	White							Ongoing
6	Prior Record	Unstructured Pre-college Preparation ActivityName1	More than one Race							Ongoing
7	Prior Record	Unstructured Pre-college Preparation ActivityName1	Race Not Reported							Ongoing

DV-2: Trainees from a Disadvantaged Background

The DV-2 form captures aggregate-level information about the disadvantaged background status of trainees who participated in each of the training programs or activities entered in the Training Program Setup form. Please complete this form for each training program listed below. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Enrollees		Program Completers		Select Training Activity Status in the Current Reporting Period
			Enter Total # from Disadvantaged Background	Enter # from Disadvantaged Background who are not URM	Enter Total # from Disadvantaged Background	Enter # from Disadvantaged Background who are not URM	
		(1)	(2) Block 1	(3) Block 2	(10) Block 9	(11) Block 10	(12)
1	Prior Record	Unstructured Pre-college Preparation ActivityName1					Ongoing
2	New Record	Structured High School Academy Enrichment ActivityName2					Complete
3	New Record	Practicum/Field Placement program Student - Pharmacy					Active

DV-3: Trainees from a Rural Background

The DV-3 form captures aggregate-level information about the number of trainees who participated in each of the training programs or activities entered in the Training Program Setup form and are from a rural background. Please complete this form for each training program entered in the Training Program Setup form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Trainees from Rural Residential Background		Select Training Activity Status in the Current Reporting Period
			Enter # of Enrollees from a Rural Background	Enter # of Program Completers from a Rural Background	
		(1)	(2) Block 1	(6) Block 5	(7)
1	Prior Record	Unstructured Pre-college Preparation ActivityName1			Ongoing
2	New Record	Structured High School Academy Enrichment ActivityName2			Complete
3	New Record	Practicum/Field Placement program Student - Pharmacy			Active

EXP-1: Training Site Setup

The EXP-1 Setup form captures information about the names of sites used by grantees to provide trainees with clinical or experiential training. Please enter each site used separately by typing in a site's name and clicking the 'Add Record' button. Please complete this setup form for each training site used. If you have any questions about how to complete this setup form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about sites used in a prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

	EXP-2	EXP-3
--	-------	-------

[View Prior Period Data](#)

* Add Site	
Enter the Site's Name	<<Textbox, 200 character limit>>
<input type="button" value="Add Record"/>	

No.	Record Status	Site Name	Select Whether the Site was Used in the Current Reporting Period	Select Type of Site Used	Select Type of Setting Where the Site was Located	City	State	Zip Code	Four Digit Zip Code Extension	Option(s)
		(1) Block 1	(2)	(3)	(4)	(8)	(9)	(10)	(11)	
1	Prior Record	Site Name 1	Yes							Delete
2	Prior Record	Site Name 2	No							Delete
3	New Record	Site Name 3	Yes							Delete
4	New Record	Site Name 4	Yes							Delete

EXP-2: Training Site Characteristics

The EXP-2 subform collects general information about each site that was entered in the EXP-1 Setup form. Please complete this subform for each training site listed below. If you have any questions about how to complete this subform, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about sites used in a prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

EXP-1	EXP-2	EXP-3
-------	-------	-------

[View Prior Period Data](#)

No.	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	City	State	Zip Code	Four Digit Zip Code Extension	Option(s)
	(1)	(2) Block 1	(3) Block 1a	(4) Block 2	(5) Block 5	(7) Block 4	(8)	(9)	(10)	(11)	
1	Program Name 1	Site Name 1									Delete
2	Program Name 2	Site Name 1									Delete
3	Program Name 3	Site Name 3									Delete
4	Program Name 4	Site Name 4									Delete

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

The EXP-3 subform collects information about the profession and discipline of individuals trained at each site that was entered in the EXP-1 Setup form. Please complete this subform for each site listed below. If you have any questions about how to complete this subform, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen.

Note(s):
Individuals reported in this subform should be those captured in LR-1a or IND-GEN.

EXP-1

EXP-2

EXP-3

Design note: Following table will be implemented in embedded Excel format.

[View Prior Period Data](#)

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 Interprofessional Team-based care	Option(s)
	(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8	
1	Practicum/Field Placement program Student - Pharmacy	Site Name 1				Delete

CE: Continuing Education

CE-1: Continuing Education - Course Characteristics and Content

The CE-1 subform captures information about continuing education courses developed and/or offered by grantees using BHW funds during this reporting period. Please complete an entry for each individual course that was offered. If you have any questions about how to complete this subform, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

Report each individual course only once and indicate the number of times offered within this subform.

CE-1

CE-2

Design note: Following table will be implemented in embedded Excel format

<p>* Did you use BHW funds to support one or more continuing education offerings? Yes</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #e2e3e5;">Yes</div> (complete CE-1 and CE-2) <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #e2e3e5;">No</div> (Click Save and Validate to proceed to the next form) </div>
--	---

[View Prior Period Data](#)

No.	Record Status	Course Title	Select Whether Course is Approved for Continuing Education Credit	Enter the Duration of the Course in Clock Hours	Enter # of Times Course was Offered	Select Delivery Mode Used to Offer Course	Select Type(s) of Partnership(s) Established for the Purposes of Delivering this Course	Select Whether Employment Location Data are Available for Individuals Trained	Enter # of Individuals Trained by Employment Location (not mutually exclusive)			Select the Course's Primary Topic Area	Option(s)
									Primary Care Setting	Medically Underserved Community	Rural Area		
		(1) Block 1	(2) Block 2	(3) Block 3	(4) Block 4	(5) Block 5	(6) Block 6	(8) Block 9	(9) Block 9a	(10) Block 9b	(11) Block 9c	(12) Block 11	
1	New Record	Course 1											Delete
2	New Record	Course 2											Delete

CE-2: Continuing Education - Individuals Trained by Profession/Discipline

The CE-2 subform captures information about the profession and discipline of individuals participating in continuing education offerings supported with BHW funds. Please complete this subform for each course entered in CE-1. If you have any questions about how to complete this subform, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen.

CE-1

CE-2

Design note: Following table will be implemented in embedded Excel format

[View Prior Period Data](#)

No.	Course Title	Select Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline	Option(s)
	(1) Block 1	(2) Block 8	(3) Block 8	
1	Course 1			Delete
2	Course 1			Delete
3	Course 2			Delete
4	Course 2			Delete