

Overview of Performance Report for Grants and Cooperative Agreements

Physician Faculty Development in Primary Care

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

Faculty Development – Setup

The Faculty development Setup form captures information about the specific types of faculty development activities conducted by grantees using BHW funds. Please select the type(s) of faculty development activities supported that took place during the reporting period and were supported with BHW funds. 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):**

Selections in this form will affect all subsequent faculty-related forms.

[View Prior Period Data](#)

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

IND-GEN: Individual Characteristics

The IND-GEN form captures individual-level information about students, faculty, or other types of awardees who either received direct financial support (e.g., loans, loan repayment, scholarships, or stipends) through a HRSA grant or participated in specific types of HRSA-supported training. Please complete this form in its entirety. 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".

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

<p>* 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</p>	<input type="button" value="Yes"/>	<p>(complete IND-GEN)</p>	<input type="button" value="No"/>	<p>(click Save and Validate button to proceed to the next form)</p>
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[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex	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 Veteran Status	Select Whether Individual Received BHW Financial Award?	Enter Individual's Financial Award Amount (BHW funds only)					
														Stipend	Trainee ship	Fellow ship	Current Reporting Period Total	Academic Year Total	Cumulative BHW Financial Award Total
		(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	(11) Block 10	(12) Block 11	(13) Block 11	(14) Block 11	(20) Block 11	(21a) Block 11	(21b) Block 11	(21c) Block 11
1	Prior Record	Fellowship Medicine – Internal Medicine																	

(Contd)

Enter # of Academic Years the Individual has Received BHW Funding	Select Individual's Academic or Training Year	Select Individual's Primary Discipline	Training in a Primary Care Setting			Training in a Medically Underserved Area		Training in a Rural Area		Select Whether Individual Left the Program Before Completion	Select Whether Individual Graduated/Completed the Program	Select Degree Earned	Select Individual's Post-Graduation/Completion Intentions
			Select Whether Individual Received Training	Enter # of Contact Hours	Enter # Patient Encounters	Select Whether Individual Received Training	Enter # of Contact Hours	Select Whether Individual Received Training	Enter # of Contact Hours				
(22) Block 12	(26) Block 15	(27) Block 16	(28) Block 17	(29) Block 17a	(30) Block 17b	(31) Block 18	(32) Block 18a	(33) Block 19	(34) Block 19a	(36) Block 21	(37) Block 22	(38) Block 22a	(39) Block 22b

(Contd)

Enter the % FTE Individual Spent on the Following Roles				Enter # of Articles Published in Peer-Reviewed Journals	Enter # of Peer-Reviewed Conference Presentations	Enter # of Grants Awarded by Type and Amount				Option(s)
Research	Teaching	Administration	Clinical			Research (<\$100,000)	Research (>=\$100,000)	Education (<\$100,000)	Education (>=\$100,000)	
(40) Block 24a	(41) Block 24b	(42) Block 24c	(43) Block 24d	(44) Block 25	(45) Block 26	(46) Block 27	(47) Block 27	(48) Block 27	(49) Block 27	
										Delete

INDGEN-PY: Individual Prior Year

The INDGEN-PY subform captures 1-year follow-up information about individuals who received direct financial support (e.g., loans, loan repayment, scholarships, or stipends) through a HRSA grant or participated in specific types of HRSA-supported training programs and have since graduated or completed their training. Please complete this form for each individual 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.

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

[View Prior Period Data](#)

No.	Record Status	Type of Training Program	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex	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 Degree Earned	Select Individual's Post-Graduation/Completion Intentions	Select whether status/employment data are available for the individual 1-year post graduation/completion	Select Individual's Current Training/Employment Status	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	(11) Block 22a	(12) Block 22b	(13) Block 23	(14) Block 23a	(16)
1	Prior Record	Fellowship Medicine – Internal Medicine														

CDE: Course and Training Activity Development and Enhancement

CDE-1: Course Development and Enhancement. Course Information

The CDE-1 subform captures information about courses or other training activities that have been developed or enhanced by grantees using BHW funds during their project period. Please complete an entry for each course or other training activity that was developed or enhanced. 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".

CDE-1	CDE-2	CDE-1a
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* 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	<input type="button" value="Yes"/> (complete CDE-1 and CDE-2)	<input type="button" value="No"/> (Click Save and Validate to proceed to the next form)
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[View Prior Period Data](#)

* Add Course	
Enter the Name of the Course of Training Activity that was Developed or Enhanced	(text 200 chars)
<input type="button" value="Add Record"/>	

No.	Record Status	Name of Course or Training Activity	Select Type of Course or Training Activity	Select whether Course or Training Activity was Newly Developed or Enhanced	Select Status of Development or Enhancements	For Courses or Training Activities Implemented, Enter Academic Year of First Implementation		Enter the Curriculum the Course or Training Activity is Associated With	Select Delivery Mode Used to Offer this Course or Training Activity	Option(s)
						From Year	To Year			
						(1) Block 1	(2) Block 2			
1	Prior Record	Course 1								Delete

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

The CDE-1a subform stores a running log of courses or training activities that were developed or enhanced using BHW funds and have been implemented in a prior reporting period. Information regarding each course or training activity that was developed or enhanced using BHW and implemented in a prior reporting period has been auto-populated from the CDE-1 table. Please complete this subform regarding the continued use of each course or training activity in your institution. 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".

CDE-2	CDE-1	CDE-1a
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[View Prior Period Data](#)

No.	Record Status	Name of Course or Training Activity	Select Type of Course or Training Activity	Select whether Course or Training Activity was Newly Developed or Enhanced	Select Status of Development or Enhancements	For Courses or Training Activities Implemented, Enter Academic Year of First Implementation		Enter the Curriculum the Course or Training Activity is Associated With	Select Delivery Mode Used to Offer this Course or Training Activity	Select Whether the Course or Training Activity was Offered in the Current Reporting Period
						From Year	To Year			
						(1) Block 1	(2) Block 2			
1	Prior Record	Course A								

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

The CDE-2 subform captures information about individuals who participated in courses or other types of training activities that were developed or enhanced using BHW funds. Please complete this subform for each type of course or training activity that was developed or enhanced using BHW funds and has been implemented either in the current or in a previous academic year. 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".

Note(s): Although you were allowed to report courses or training activities developed or enhanced in previous academic years, only report individuals who participated in these courses or training activities during the current academic year.

CDE-2	CDE-1a	CDE-1
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[View Prior Period Data](#)

*** Add Profession/Discipline**

Name of Course or Training Activity	Populated with the following: <ul style="list-style-type: none"> - Courses in CDE-1 where Column 4 = Implemented and Column 2 = 'Academic Course' or 'Training/Workshop for health professions students, fellows or residents' - Courses in CDE-1a where Column 9 = 'Yes' and Column 2 = 'Academic Course' or 'Training/Workshop for health professions students, fellows or residents'
Profession and Discipline of Individuals Trained	(Multi-Select)

Add Record

No.	Name of Course or Training Activity	Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline	Option(s)
	(1) Block 1	(2) Block 7	(3) Block 7	
1	Course 1			Delete

FD: Faculty Development

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

The FD-1a subform captures general information about structured faculty development programs offered by grantees using BHW funds. Please complete this subform for each structured faculty development program offered during the reporting period and supported with BHW funds. 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".

FD-1a	FD-1b
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[View Prior Period Data](#)

* Add Structured Faculty Development Program	
Program Name	<input type="text" value="Textbox (200 char)"/>
<input type="button" value="Add Record"/>	

No.	Record Status	Program Name	Select Program Status in the Current Reporting Period	Select Whether this was a Degree Bearing Program	For Degree-bearing Programs		For Non-Degree Bearing Program, Enter Length of Training Program in Clock Hours	Enter the % of Time Spent Developing Competencies for the Following Roles				Enter # of Faculty Who Completed the Program	Select whether any Faculty Received any type of BHW-Funded Financial Award during the Training Program	Option(s)
					Select Type of Degree Offered	Select Primary Focus Area		Clinician	Administrator	Educator	Researcher			
		(1)	(1a)	(2) Block 2	(3) Block 2a	(4) Block 2b	(5) Block 3	(6) Block 5	(7) Block 5	(8) Block 5	(9) Block 5	(10) Block 6	(11) Block 7	
1	Prior Record	Program A												Delete

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

The FD-1b subform captures information about the profession and discipline of faculty who participated in a structured faculty development program that was offered by grantees using BHW funds. 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.

FD-1a	FD-1b
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[View Prior Period Data](#)

* Add Training Program and Discipline	
Program Name	Only newly added programs from FD-1a will be populated in this single select dropdown box.
Select Profession and Discipline of Faculty Trained	Multi-Select
<input type="button" value="Add Record"/>	

No.	Program Name	Profession and Discipline of Faculty Trained	Enter # Trained in this Profession and Discipline	Option(s)
	(1)	(2) Block 4	(3) Block 4	
1	Program C			Delete
2	Program C			Delete
3	Program C			Delete
4	Program C			Delete

Faculty Development Activities

FD-2a: Faculty Development. Faculty Development Activities

The FD-2a subform captures general information about unstructured faculty development training activities offered by grantees using BHW funds. Please complete this subform for each faculty development activity offered during the reporting period and supported with BHW funds. 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.

FD-2a

FD-2b

[View Prior Period Data](#)

*** Add Faculty Development Activities**

Activity Name	Textbox (200 char)
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Add Record

No.	Activity Name	Select Type of Faculty Development Activity Offered	For Courses or Workshops		Enter Duration of Training Activity in Clock Hours	Select Delivery Mode Used to Offer Training Activity	Select the Faculty Role(s) Addressed at Training Activity	Option(s)
			Select Whether Activity is Accredited for Continuing Education Credit	Select Whether Attendance was to Acquire or Maintain Professional Certification				
(1)	(2) Block 8	(3) Block 8a	(4) Block 8b	(5) Block 9	(6) Block 10	(7) Block 11		
1	Activity 1							Delete

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

The FD-2b subform captures information about the profession and discipline of faculty who participated in unstructured faculty development activities offered by grantees using BHW funds. 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.

FD-2a	FD-2b
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[View Prior Period Data](#)

* Add Activity Name and Discipline	
Activity Name	Values populated from Activity Name col. in previous tab (single-select)
Select Profession and Discipline of Faculty Trained	Multi-Select
<input type="button" value="Add Record"/>	

No.	Activity Name	Profession and Discipline of Faculty Trained	Enter # Trained in this Profession and Discipline	Option(s)
	(1)	(2) Block 12	(3) Block 12	
1	Activity 1			Delete
2	Activity 1			Delete
3	Activity 2			Delete

Faculty Instruction

FD-4a: Faculty Development. Faculty Instruction

The FD-4 subform captures information about the courses or trainings offered by faculty that receive direct financial support from a BHW grant. Please complete this subform for each course or workshop offered during this reporting period. 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".

FD-4a

FD-4b

[View Prior Period Data](#)

*** Add Courses/Workshops**

Enter the Name of the Course or Workshop Offered by the Faculty	Textbox (200 char)
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Add Record

No.	Record Status	Name of the Course or Workshop Offered by the Faculty	Select Whether the Course/Workshop was Offered in the Current Reporting Period	Select the Content Area Of the Course or Workshop	Enter the Length of the Course or Workshop in Clock Hours	Enter # of Times the Course or Workshop was Offered	Select the Delivery Mode Used to Offer the Course or Workshop	Option(s)
		(1) Block 17	(1a)	(2) Block 18	(3) Block 19	(4) Block 20	(5) Block 22	
1	Prior Record	Course 1						Delete

FD-4b: Faculty Development. Faculty Trained by Profession/Discipline

The FD-4 subform captures information about the profession and discipline of individuals who participated in courses or workshops offered by faculty receiving direct financial support from a BHW grant during the reporting period. Please complete this subform for each course or workshop 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.

FD-4a	FD-4b
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[View Prior Period Data](#)

* Add Profession/Discipline	
Name of the Course or Workshop Offered by the Faculty	Course/Workshop Name from FD-4a where Column 1a = 'Yes' (single-select)
Profession and Discipline of Individuals Trained	Multi-Select
<input type="button" value="Add Record"/>	

No.	Name of the Course or Workshop Offered by the Faculty	Profession and Discipline of Individuals Trained	Enter # Trained in this Profession and Discipline	Option(s)
	(1) Block 17	(2) Block 21	(3) Block 21	
1	Course 1			Delete