

ACADEMIC YEAR 2015-2016



**Instruction Manual for Grantees of the
Physician Faculty Development 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 Faculty Development in Primary Care** grant program:
 - **Plan, develop, and operate a program for the training of physicians who plan to teach and conduct research.**
 - **Plan, develop, and operate a program for the training of physicians teaching in community-based settings.**
 - **Provide financial assistance in the form of traineeships and fellowships to physicians.**
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 form interface. 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 visible. Further down, there is a section titled "Add Training Program" with a red asterisk. Underneath this title, there is a label "Select Type of Training Program Offered" and a sub-label "(Click the 'Load Program Details' button after selecting your training program)". To the right of this text is a dropdown menu with the text "Select One" and a downward-pointing 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
1	Setup Form	Setup Forms	Faculty Development
2	Performance Data Form	Individual Characteristics-INDGEN Subforms	IND-GEN
3	Performance Data Form	Individual Characteristics-INDGEN Subforms	INDGEN-PY
4	Performance Data Form	Course Development and Enhancement-CDE Subforms	CDE-1
5	Performance Data Form	Course Development and Enhancement-CDE Subforms	CDE-1a
6	Performance Data Form	Course Development and Enhancement-CDE Subforms	CDE-2
7	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-1a
8	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-1b
9	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-2a
10	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-2b

Order	Type of Form	Parent Form	Form ID
11	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-4a
12	Performance Data Form	Faculty Development, Instruction, and Recruitment-FD Subforms	FD-4b

Faculty Development – Setup

Selecting Faculty Development Activities



The screenshot shows a web interface for selecting faculty development activities. At the top left, there is a button labeled "View Prior Period Data" with a red border. Below it is a table with the following structure:

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

Figure 3. Selecting Faculty Development Activities

The Faculty Development Setup form will configure all subforms specific to faculty development.

- Select the type(s) of faculty development activities supported with grant funds during the annual reporting period.
- Options for the Faculty Setup form will be automatically pre-selected if you have previously reported Faculty Instruction on the FD-4 subforms
- Please refer to the **Faculty Development: FD Subforms** page for instructions on how to update the status of each previously reported faculty instruction activity.



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 for instructions on how to update the status of each previously reported structured faculty development program.



Reference: Refer to the glossary for a definition of faculty instruction 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.

Individual-level Data—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



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.

To begin providing individual-level data for all Physician Faculty Development fellows and any faculty or community physicians who received a BHW-funded financial award during the annual reporting period or to provide updates for fellows and community physicians 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 4. IND-GEN - Setup

IND-GEN - Entering Trainee Unique ID

Record Status	Trainee Unique ID (2) Block 1	Select Individual's Training or Awardee Category (3) Block 2	Select Individual's Enrollment / Employment Status (4) Block 3	Select Individual's Sex (5) Block 4	Select Individual's Age (6) Block 5	Select Individual's Ethnicity (7) Block 6
Prior Record	7042911	Fellow		Female		Non-Hispanic/Non-Latino
Prior Record	2476310	Fellow		Female		Not Reported
Prior Record	4516799	Fellow		Female		Non-Hispanic/Non-Latino
	<input style="border: 2px solid red;" type="text"/>					

Figure 5. 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. Prior data cannot be altered or deleted.

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

	Record Status	Trainee Unique ID (2) Block 1	Select Individual's Training or Awardee Category (3) Block 2	Select Individual's Enrollment / Employment Status (4) Block 3
1	Prior Record	7042911	Fellow	
2	Prior Record	2476310	Fellow	
3	Prior Record	4516799	Fellow	
4		1234567	<input type="text" value="Select one"/>	
5			Select one	
6			Fellow	
7			Faculty	
			Practicing Professional	

Figure 6. 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:

- Faculty
- Fellow
- Practicing Professional



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

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

Record Status		Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex
		(2) Block 1	(3) Block 2	(4) Block 3	(5) Block 4
1	Prior Record	7042911	Fellow		Female
2	Prior Record	2476310	Fellow		Female
3	Prior Record	4516799	Fellow		Female
4		1234567	Faculty	<div style="border: 2px solid red; padding: 2px;"> Select one Full-time Part-time Both Full-time and Part-time On leave of absence </div>	
5					
6					
7					
8					

Figure 7. IND-GEN - Selecting Individual's Enrollment/Employment Status

Select Individual's Enrollment / Employment Status: Select each individual's current 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

Record Status	Trainee Unique ID	Select Individual's Training or Awardee Category	Select Individual's Enrollment / Employment Status	Select Individual's Sex	Select Individual's Age
	(2) Block 1	(3) Block 2	(4) Block 3	(5) Block 4	(6) Block 5
Prior Record	7042911	Fellow		Female	
Prior Record	2476310	Fellow		Female	
Prior Record	4516799	Fellow		Female	
	1234567	Faculty	Full-time	<input type="text" value="Select one"/>	
				<ul style="list-style-type: none"> Select one Male Female Not Reported 	

Figure 8. 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 Block will prepopulate for prior records with data submitted in previous reporting periods. Prior data cannot be altered or deleted.

IND-GEN - Selecting Individual's Age

Record Status	Trainee Unique ID (2) Block 1	Select Individual's Training or Awardee Category (3) Block 2	Select Individual's Enrollment / Employment Status (4) Block 3	Select Individual's Sex (5) Block 4	Select Individual's Age (6) Block 5	Select Individual's Ethnicity (7) Block 6
Prior Record	7042911	Fellow		Female		Non-Hispanic/Non-Latino
Prior Record	2476310	Fellow		Female		Not Reported
Prior Record	4516799	Fellow		Female		Non-Hispanic/Non-Latino
New Record	1234567	Faculty	Full-time	Female	Select one	
					12	
					13	
					14	
					15	

Figure 9. 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 drop-down menu under Column 6 (Block 5).

- 12
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- 70
- 73
- Not Reported
- 68
- 71
- 74

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IND-GEN - Selecting Individual's Ethnicity

	Record Status	Trainee Unique ID (2) Block 1	Select Individual's Ethnicity (7) Block 6	Select Individual's Race (8) Block 7
1	Prior Record	7042911	Non-Hispanic/Non-Latino	White
2	Prior Record	2476310	Not Reported	Asian
3	Prior Record	4516799	Non-Hispanic/Non-Latino	White
4	New Record	1234567	<input type="text" value="Select one"/>	
5			Hispanic/Latino	
6			Non-Hispanic/Non-Latino	
7			Not Reported	

Figure 10. 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



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



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

IND-GEN - Selecting Individual's Race

	Record Status	Trainee Unique ID (2) Block 1	Select Individual's Ethnicity (7) Block 6	Select Individual's Race (8) Block 7	Select Whether Individual is from a Rural Residential Background (9) Block 8
1	Prior Record	7042911	Non-Hispanic/Non-Latino	White	No
2	Prior Record	2476310	Not Reported	Asian	No
3	Prior Record	4516799	Non-Hispanic/Non-Latino	White	No
4	New Record	1234567			
5					
6					
7					
8					
9					
10					
11					

Figure 11. 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

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

	Record Status	Trainee Unique ID (2) Block 1	Select Individual's Ethnicity (7) Block 6	Select Individual's Race (8) Block 7	Select Whether Individual is from a Rural Residential Background (9) Block 8
1	Prior Record	7042911	Non-Hispanic/Non-Latino	White	No
2	Prior Record	2476310	Not Reported	Asian	No
3	Prior Record	4516799	Non-Hispanic/Non-Latino	White	No
4	New Record	1234567			<input type="text" value="Select one"/>
5					Yes
6					No
7					Not Reported

Figure 12. 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



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



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



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

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

	Record Status	Trainee Unique ID (2) Block 1	Select Individual's Ethnicity (7) Block 6	Select Individual's Race (8) Block 7	Select Whether Individual is from a Rural Residential Background (9) Block 8	Select Whether Individual is from a Disadvantaged Background (10) Block 9	Select Individual's Veteran Status (11) Block 10
1	Prior Record	7042911	Non-Hispanic/Non-Latino	White	No	No	Individual is not a Veteran
2	Prior Record	2476310	Not Reported	Asian	No	No	Individual is not a Veteran
3	Prior Record	4516799	Non-Hispanic/Non-Latino	White	No	No	Individual is not a Veteran
4	New Record	1234567				<input type="text" value="Select one"/>	
5						Yes	
6						No	
7						Not Reported	
8							

Figure 13. 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



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



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



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

IND-GEN - Selecting Individual's Veteran Status

Trainee Unique ID	Select Individual's Veteran Status
(2) Block 1	(11) Block 10
7042911	Individual is not a Veteran
2476310	Individual is not a Veteran
4516799	Individual is not a Veteran
1234567	<input type="text" value="Select one"/> ▼
	Active Duty Military

Figure 14. IND-GEN - Selecting Individual's Veteran Status

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



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



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



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.

Trainee Unique ID	Select Whether Individual Received BHW Financial Award?	Enter Individual's Financial Award Amount (BHW funds only)					
		Stipend	Traineeship	Fellowship	Current Reporting Period Total	Academic Year Total	Cumulative BHW Financial Award Total
(2) Block 1	(12) Block 11	(13) Block 11	(14) Block 11	(20) Block 11	(21a) Block 11	(21b) Block 11	(21c) Block 11
					0	0	0
					0	0	0

Figure 15. 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 fellow, faculty, or community provider and received a BHW-funded financial award (Stipend), enter the total amount of BHW dollars provided during the annual reporting period in the textbox under Stipend. If the individual did not receive a Stipend, enter "0".

Enter Individual's Financial Award Amount (BHW funds only): Traineeship: If the individual is a fellow, faculty, or community provider and received a BHW-funded financial award (Traineeship), enter the total amount of BHW dollars provided during the annual reporting period in the textbox under Traineeship. If the individual did not receive a Traineeship, enter "0".

Enter Individual's Financial Award Amount (BHW funds only): Fellowship: If the individual is a fellow, faculty, or community provider and

received a BHW-funded financial award (Fellowship), enter the total amount of BHW dollars provided during the annual reporting period in the textbox under Fellowship. If the individual did not receive a Fellowship, enter "0".



Note: 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).



*Note: **If the individual did not receive a financial award**, select "No" under Block 11 and enter "0" in all financial award columns where no money was disbursed.*

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

Trainee Unique ID	Enter # of Academic Years the Individual has Received BHW Funding	Select Individual's Academic or Training Year
(2) Block 1	(22) Block 12	(26) Block 15
	Select one 0 1	

Figure 16. 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 a faculty received a BHW-funded financial award for the first time during the annual reporting period, select "1" under Block 12.



Note: If an individual has received money for ½ an academic year, please round up. For example, if a fellow or faculty member has received a financial award for 1 ½ years, please enter 2.

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

Trainee Unique ID	Enter # of Academic Years the Individual has Received BHW Funding	Select Individual's Academic or Training Year	Select Individual's Primary Discipline
(2) Block 1	(22) Block 12	(26) Block 15	(27) Block 16
		<div style="border: 1px solid black; padding: 2px;"> Select one Faculty Fellowship Year 1 </div>	

Figure 17. 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
- Fellowship Year 2
- Non-degree Training Program Year 2
- Fellowship Year 1
- Fellowship Year 3
- Non-degree Training Year 1



Note: For Physician Faculty Development fellows, use Fellowship Year. For community physicians, select Non-degree Training Program Year 1 or 2.

IND-GEN - Selecting Individual's Primary Discipline

	Record Status	Trainee Unique ID (2) Block 1	Select Individual's Primary Discipline (27) Block 16	Training in a Primary Care Setting	
				Select Whether Individual Received Training (28) Block 17	Enter # of Contact Hours (29) Block 17a
				1	Prior Record
2	Prior Record	2476310	Medicine - Family Medicine	Yes	36
3	Prior Record	4516799	Medicine - Family Medicine	Yes	36
4	New Record	1234567	<input type="text" value="Select one"/>		
5			Behavioral Health - Clinical Psychology		
6			Behavioral Health - Clinical Social Work		
7			Behavioral Health - Other Psychology		
8			Behavioral Health - Other Social Work, Substance Abuse/Addictions Counseling		
			Medicine - Aerospace Medicine		

Figure 18. IND-GEN - Selecting Individual's Primary Discipline

Select Individual's Primary Discipline: Select each individual's primary discipline by clicking on the drop-down menu under Block 16 and choosing **one** of the following options:

- Behavioral Health - Clinical Psychology
- Behavioral Health - Clinical Social Work
- Behavioral Health - Other Psychology
- Behavioral Health - Other Social Work, Substance Abuse/Addictions Counseling
- Medicine - Allergy and Immunology
- Medicine - Anesthesiology
- Medicine - Aerospace Medicine
- Medicine - Dermatology
- Medicine - Emergency Medicine
- Medicine - Colon and Rectal Surgery
- Medicine - Geriatric Psychiatry
- Medicine - Geriatrics
- Medicine - Integrative Medicine
- Medicine - Internal Medicine
- Medicine - Internal Medicine/Family Medicine
- Medicine - Internal Medicine/Pediatrics
- Medicine - Internal Medicine
- Medicine - Neurological Surgery
- Medicine - Internal Medicine/Genetics
- Medicine - Obstetrics and Gynecology
- Medicine - Neurology
- Medicine - Nuclear Medicine
- Medicine - Orthopaedic Surgery
- Medicine - Occupational Medicine
- Medicine - Ophthalmology
- Medicine - Pathology - Anatomical and Clinical
- Medicine - Other
- Medicine - Otolaryngology
- Medicine - Plastic Surgery
- Medicine - Pediatrics
- Medicine - Physical Medicine and Rehabilitation
- Medicine - Preventive Medicine/Family Medicine

Health Resources and Services Administration

Bureau of Health Workforce

- Medicine - Psychiatry
- Medicine - Surgery - General
- Medicine - Urology
- Nursing - Public health nurse
- Public Health - Disease Prevention & Health Promotion
- Public Health - Health Administration
- Public Health - Injury Control & Prevention
- Public Health - Other

- Medicine - Plastic Surgery - Integrated
- Medicine - Preventive Medicine/Internal Medicine
- Medicine - Radiation Oncology
- Medicine - Thoracic Surgery
- Medicine - Vascular Surgery - Integrated
- Nursing - Researcher/Scientist
- Public Health - Environmental Health
- Public Health - Health Policy & Management
- Public Health - Maternal and Child Health
- Public Health - Social & Behavioral Sciences

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- Medicine - Preventive Medicine
- Medicine - Preventive Medicine/Public Health
- Medicine - Radiology - Diagnostic
- Medicine - Thoracic Surgery - Integrated
- Nursing - Other
- Public Health - Biostatistics
- Public Health - Epidemiology
- Public Health - Infectious Disease Control
- Public Health - Nutrition

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.

		Training in a Primary Care Setting			
Record Status	Trainee Unique ID (2) Block 1	Select Whether Individual Received Training	Enter # of Contact Hours	Enter # of Patient Encounters	
		(28) Block 17	(29) Block 17a	(30) Block 17b	
1	Prior Record 7042911	Yes	36	1080	
2	Prior Record 2476310	Yes	36	2040	
3	Prior Record 4516799	Yes	36	1320	
4	New Record 1234567	<input type="text" value="Select one"/>			
5		Select one			
6		Yes			
7		No			
		N/A			

Figure 19. IND-GEN - Entering Training Information in a Primary Care Setting

Training in a Primary Care Setting: Select Whether Individual Received Training: Select whether each fellow 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 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 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 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 17b. If the student did not receive experiential training in a primary care setting, leave the textbox under Block 17b blank.



Note: Select "N/A" in the drop-down menu under Block 17 if this training question does not apply.

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

	Record Status	Trainee Unique ID (2) Block 1	Training in a Medically Underserved Area		Training in a Rural Area	
			Select Whether Individual Received Training	Enter # of Contact Hours	Select Whether Individual Received Training	Enter # of Contact Hours
			(31) Block 18	(32) Block 18a	(33) Block 19	(34) Block 19a
1	Prior Record	7042911	No		No	
2	Prior Record	2476310	Yes	36	No	
3	Prior Record	4516799	Yes	36	No	
4	New Record	1234567	<input type="text" value="Select one"/>	<input type="text"/>		
5			Select one			
6			Yes			
7			No			
			N/A			

Figure 20. IND-GEN - Entering Training Information in a Medically Underserved Area

Training in a Medically Underserved Area: Select Whether Individual Received Training: Select whether each fellow 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 fellow 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 fellow did not receive clinical or experiential training in a MUC, leave the textbox under Block 18a blank.



Note: Select "N/A" in the drop-down menu under Block 18 if this training question does not apply.

IND-GEN - Entering Training Information in a Rural Area

	Record Status	Trainee Unique ID (2) Block 1	Training in a Rural Area		Select Whether Individual Left the Program Before Completion (36) Block 21
			Select Whether Individual Received Training (33) Block 19	Enter # of Contact Hours (34) Block 19a	
1	Prior Record	7042911	No		No
2	Prior Record	2476310	No		No
3	Prior Record	4516799	No		No
4	New Record	1234567	<input type="text" value="Select one"/>	<input type="text"/>	
5			Select one		
6			Yes		
7			No		
			N/A		

Figure 21. IND-GEN - Entering Training Information in a Rural Area

Training in a Rural Area: Select Whether Individual Received Training: Select whether each fellow 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 fellow 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 fellow did not receive clinical or experiential training in a rural area, leave the textbox under Block 19a blank.



Note: Select "N/A" in the drop-down menu under Block 19 if this training question does not apply.

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

Record Status		Trainee Unique ID	Select Whether Individual Left the Program Before Completion	Select Whether Individual Graduated/Completed the Program
		(2) Block 1	(36) Block 21	(37) Block 22
1	Prior Record	7042911	No	No
2	Prior Record	2476310	No	No
3	Prior Record	4516799	No	No
4	New Record	1234567	<input type="text" value="Select one"/>	
5			Select one	
6			Yes	
			No	

Figure 22. IND-GEN - Selecting Whether Individual Left the Program Before Completion

Select Whether Individual Left the Program Before Completion: Select whether each individual permanently left their training program 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.

Record Status		Trainee Unique ID (2) Block 1	Select Whether Individual Graduated/Completed the Program (37) Block 22	Select Degree Earned (38) Block 22a	Select Individual's Post-Graduation/Completion Intentions (39) Block 22b
1	Prior Record	7042911	No	N/A	N/A
2	Prior Record	2476310	No	N/A	N/A
3	Prior Record	4516799	No	N/A	N/A
4	New Record	1234567	No		
5			Select one Yes	Select one Certificate	<input type="checkbox"/> Individual intends to teach
6			No	MA	<input type="checkbox"/> Individual intends to conduct res
7				MEd	<input type="checkbox"/> Individual intends to practice in
8				MHA	<input type="checkbox"/> Individual intends to practice in
9				MBA	<input type="checkbox"/> Individual intends to practice in
10				MPH	<input type="checkbox"/> None of the above
11				MSPH	<input type="checkbox"/> N/A
12				MSCR	
				MS-CTS	
				MSC	

Figure 23. IND-GEN - Entering Graduation/Completion Information

Select Whether Individual Graduated/Completed the Program: Select whether each individual completed their fellowship 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: If a fellow graduated from their Physician Faculty Development fellowship program during the annual reporting period, select any degree earned through the program by clicking on the drop-down menu under Block 22a and choosing **one** of the following options:

- Certificate
- Master's Degree Not Otherwise Specified
- MHA
- MS-CTS
- MSPH
- N/A
- Doctoral Degree Not Otherwise Specified
- MBA
- MPH
- MSC
- No Degree Earned
- MA
- MEd
- MS
- MSCR
- PhD

Select Individual's Post-Graduation/Completion Intentions: If a fellow graduated from their Physician Faculty Development fellowship program during the annual reporting period: Select the fellow's or community provider's training or employment intentions by clicking on the drop-down menu under Block 22b and choosing **all that apply** from the following options:

- Individual intends to conduct research
- Individual intends to practice in a primary care setting
- Individual intends to teach
- Not Reported
- Individual intends to practice in a medically underserved area
- Individual intends to practice in a rural area
- None of the above
- N/A



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



Note: If the individual is a community provider who completed faculty development, select "N/A" under Block 22a and select all applicable options under Block 22b.

IND-GEN - Entering the % FTE Individual Spent in Different Roles



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

		Trainee Unique ID	Enter the % FTE Individual Spent on the Following Roles			
Record Status			Research	Teaching	Administration	Clinical
		(2) Block 1	(40) Block 24a	(41) Block 24b	(42) Block 24c	(43) Block 24d
1	Prior Record	7042911	0	50	0	50
2	Prior Record	2476310	0	50	0	50
3	Prior Record	4516799	0	50	0	50
4	New Record	1234567				

Figure 24. IND-GEN - Entering the % FTE Individual Spent in Different Roles

Enter the % FTE Individual Spent on the Following Roles: Research: Enter the **percentage of FTE the individual spent** in 'Research' during the annual reporting period in Column 40 (Block 24a).

Enter the % FTE Individual Spent on the Following Roles: Teaching: Enter the **percentage of FTE the individual spent** in 'Teaching' during the annual reporting period in Column 41 (Block 24b).

Enter the % FTE Individual Spent on the Following Roles: Administration: Enter the **percentage of FTE the individual spent** in 'Administration' during the annual reporting period in Column 42 (Block 24c).

Enter the % FTE Individual Spent on the Following Roles: Clinical: Enter the **percentage of FTE the individual spent** in 'Clinical' during the annual reporting period in Column 43 (Block 24d).



Note: Total percentages of time reported in textboxes under Block 24 must add to 100%. You may include up to two (2) decimal points.

IND-GEN - Entering # of Articles Published

		Trainee Unique ID	Enter # of Articles Published in Peer-Reviewed Journals	Enter # of Peer-Reviewed Conference Presentations
Record Status				
		(2) Block 1	(44) Block 25	(45) Block 26
1	Prior Record	7042911	0	0
2	Prior Record	2476310	0	0
3	Prior Record	4516799	0	0
4	New Record	1234567		

Figure 25. IND-GEN - Entering # of Articles Published

Enter # of Articles Published in Peer-Reviewed Journals: Under Block 25 enter the number of articles published in peer-reviewed journals during the annual reporting period. You may count any articles that have been accepted and are currently “in press.”

IND-GEN - Entering # of Peer-Reviewed Conference Presentations

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

		Trainee Unique ID	Enter # of Articles Published in Peer-Reviewed Journals	Enter # of Peer-Reviewed Conference Presentations
Record Status		(2) Block 1	(44) Block 25	(45) Block 26
1	Prior Record	7042911	0	0
2	Prior Record	2476310	0	0
3	Prior Record	4516799	0	0
4	New Record	1234567		

Figure 26. IND-GEN - Entering # of Peer-Reviewed Conference Presentations

Enter # of Peer-Reviewed Conference Presentations: Under Block 26, enter the number of peer-reviewed conference presentations the individual has made during the annual reporting period.

IND-GEN - Entering # of Grants Awarded by Type & Amount



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

Record Status	Trainee Unique ID (2) Block 1	Peer-Reviewed Presentations (5) Block 26	Enter # of Grants Awarded by Type and Amount				Option(s)
			Research(<\$100,000) (46) Block 27	Research(>=\$100,000) (47) Block 27	Education(<\$100,000) (48) Block 27	Education(>=\$100,000) (49) Block 27	
			1	Prior Record	7042911	0	
2	Prior Record	2476310	0	0	0	0	✗ Delete
3	Prior Record	4516799	0	0	0	0	✗ Delete
4	New Record	1234567					✗ Delete
5							

Figure 27. IND-GEN - Entering # of Grants Awarded by Type & Amount

Enter # of Grants Awarded by Type and Amount: Research (<\$100,000): Under Block 27 (Column 46) enter the total number of awarded research grants under \$100,000 achieved by the individual during the annual reporting period.

Enter # of Grants Awarded by Type and Amount: Research (>=\$100,000): Under Block 27 (Column 47), enter the total number of awarded research grants greater than or equal to \$100,000 achieved by the individual during the annual reporting period.

Enter # of Grants Awarded by Type and Amount: Education (<\$100,000): In Block 27, Column 48, enter the total number of awarded education grants under \$100,000 achieved by the individual during the annual reporting period.

Enter # of Grants Awarded by Type and Amount: Education (>=\$100,000): To complete the INDGEN form in Block 27, Column 49, enter the total number of awarded education grants greater than or equal to \$100,000 achieved by the individual 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.

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

Select whether status/employment data are available for the individual 1-year post graduation/completion: Grayed fields are provided here for identification purposes only. Select whether current employment data are available for each physician faculty member, fellow or practicing professional 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 following options:

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

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



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.

Course Development & Enhancement Activities—CDE Subforms

CDE - Introduction

Purpose of CDE Subforms:

- CDE-1: Collects information about newly developed or enhanced courses. Characteristics include development status, delivery mode, class duration, etc.
- CDE-1a: When a course on CDE-1 has been marked as implemented, it is transferred to the CDE-1a subform in the next reporting period. In all subsequent reports, you will use CDE-1a to indicate whether the previously-offered course was offered again in the current reporting period.
- CDE-2: Collects the number of individuals who participated in the CDE courses and training activities (grouped by course and primary discipline).

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.

View Prior Period Data

CDE-1 CDE-1a CDE-2

Fields with * are required

* 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

Yes (complete CDE-1 and CDE-2) No (Click Save and Validate to proceed to the next form)

Figure 29. 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.**



* Add Course

Enter the Name of the Course of Training Activity that was Developed or Enhanced

Add Record

Figure 30. 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.**

 **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.**

CDE-1 - Selecting Type of Course or Training Activity

No.	Record Status	Name of Course or Training Activity (1) Block 1	Select Type of Course or Training Activity (2) Block 2	Select whether Course or Training Activity was Newly Developed or Enhanced (3) Block 3	Select Status of Development or Enhancements (4) Block 4	For Courses or Training Activities Implemented, Enter Academic Year of First Implementation		Enter the Curriculum the Course or Training Activity is Associated With (7) Block 5
						From Year (5) Block 4a	To Year (6) Block 4a	
1	New Record	Course 1	Select one	Select one	Select one			

Figure 31. CDE-1 - Selecting Type of Course or Training Activity

Select Type of Course or Training Activity: Select the type of course or training activity that was developed or enhanced through the grant by clicking on the drop-down menu 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: This Block will prepopulate for prior records with data submitted in previous reporting periods.

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	Select one
Course 2	Select one	Select one Newly developed Enhanced	Select one

Figure 32. 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: This Block will prepopulate for prior records with data submitted in previous reporting periods.

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		Enter the Curriculum the Course or Training Activity is Associated With (7) Block 5
				From Year (5) Block 4a	To Year (6) Block 4a	
Course 1	Select one	Select one	Select one			
Course 2	Select one	Select one	Select one			

Figure 33. CDE-1 - Entering Development/Enhancement Status

Select Status of Development or Enhancements: For all records, select each course or training activity's 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 first academic year that each course or training activity that was developed or enhanced through the grant was implemented in the textboxes under Block 4a using the YYYY-YYYY format.

For Courses or Training Activities Implemented, Enter Academic Year of First Implementation: To Year: For records marked as **"Under development"** or **"Developed, not yet implemented"**, enter N/A under Block 4a.



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

CDE-1 - Entering Curriculum

Name of Course or Training Activity (1) Block 1	Select Type of Course or Training Activity (2) Block 2	Select whether Course or Training Activity was Newly Developed or Enhanced (3) Block 3	Select Status of Development or Enhancements (4) Block 4	For Courses or Training Activities Implemented, Enter Academic Year of First Implementation		Enter the Curriculum the Course or Training Activity is Associated With (7) Block 5	Select Delivery Mode Used to Offer this Course or Training Activity (8) Block 6	Option(s)
				From Year (5) Block 4a	To Year (6) Block 4a			
Course 1	Select one	Select one	Select one			<input type="text"/>	Select one	Delete
Course 2	Select one	Select one	Select one			<input type="text"/>	Select one	Delete

Figure 34. 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 previous reporting periods.

CDE-1 - Selecting Delivery Mode

Name of Course or Training Activity (1) Block 1	Select Type of Course or Training Activity (2) Block 2	Select whether Course or Training Activity was Newly Developed or Enhanced (3) Block 3	Select Status of Development or Enhancements (4) Block 4	For Courses or Training Activities Implemented, Enter Academic Year of First Implementation		Enter the Curriculum the Course or Training Activity is Associated With (7) Block 5	Select Delivery Mode Used to Offer this Course or Training Activity (8) Block 6	Option(s)
				From Year (5) Block 4a	To Year (6) Block 4a			
Course 1	Select one	Select one	Select one				Select one	Delete
Course 2	Select one	Select one	Select one				Select one Classroom-based Distance learning (Online, Webinar) Hybrid Clinical Rotation Experiential/Field-based	Delete

Figure 35. 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 previous reporting periods.



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

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

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

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 (5)	To Year (6)	(7)	(8)	(9)
Block 4a	Block 4a	Block 5	Block 6	
2012	2013	N/A	Experiential/Field-based	Select one
2012	2013	N/A	Experiential/Field-based	Select one Yes No
2012	2013	N/A	Experiential/Field-based	Select one

Figure 36. 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.



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.

[View Prior Period Data](#)

CDE-1 CDE-1a CDE-2

Fields with * are required

*** Add Profession/Discipline**

Name of Course or Training Activity

Profession and Discipline of Individuals Trained

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

No records to display.

Figure 37. 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: Select the profession(s) and discipline(s) of individuals trained through each course that was implemented during the annual reporting period by choosing **all that apply** from the following options:

- 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
- 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 - Aerospace Medicine
 - Medicine - Colon and Rectal Surgery
 - Medicine - Family Medicine
 - Medicine - Integrative Medicine
 - Medicine - Internal Medicine/Pediatrics
 - Medicine - Neurology
 - Medicine - Occupational Medicine
 - Medicine - Other
 - Medicine - Pediatrics
 - Medicine - Plastic Surgery - Integrated
 - Medicine - Preventive Medicine/Internal Medicine
 - Medicine - Radiation Oncology
 - Medicine - Thoracic Surgery
 - Medicine - Vascular Surgery - Integrated
 - Nursing - CNS - Geropsychiatric
 - Nursing - CNS - Psychiatric/Mental health
 - Nursing - Licensed practical/vocational nurse (LPN/LVN)
 - Nursing - NP - Adult gerontology
 - Nursing - NP - Emergency care
 - Nursing - NP - Geropsychiatric
 - Nursing - NP - Women's health
 - Nursing - Nurse educator
 - Nursing - Public health nurse
 - Other - Audiology
 - Other - Direct Service Worker
 - Other - Health Education Specialist
- 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
- 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 - Optometry
 - Other - Profession Not Listed
 - Other - Respiratory Therapy
 - Other - Veterinary Medicine
 - Other - Speech Therapy
 - Public Health - Disease Prevention & Health Promotion
 - Public Health - Health Administration

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- Other - Medical Assistant
- 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
- Other - Office/Support Staff
- Other - Podiatry
- Other - Registered Dietician
- Other - Unknown
- 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
- 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

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



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

No.	Name of Course or Training Activity (1)	Profession and Discipline of Individuals Trained (2)	Enter # Trained in this Profession and Discipline (3)	Option(s)
	Block 1	Block 7	Block 7	
1	Course 1	Student - CNS - Adult gerontology	<input type="text"/>	Delete ▼
2	Course 1	Student - CNS - Family	<input type="text"/>	Delete ▼

Figure 38. 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

Purpose of FD Subforms:

- The FD-1 subforms collect information about the characteristics and the trainees of structured faculty development programs.
- The FD-2 subforms collect information about the characteristics and the trainees of faculty development activities.
- The FD-4 subforms collect information about the characteristics of faculty-instructed courses.

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.

View Prior Period Data

FD-1a FD-1b FD-2a FD-2b FD-4a FD-4b

Fields with * are required

* Add Structured Faculty Development Program

Program Name

Add Record

No. Record 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	
1 Prior Record	MPH	Select one	Yes	MPH	Public Health - Disease Prev	
2 New Record	MSC	Select one	Select one	Select one	Select one	

Figure 39. 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 fellow/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 and still ongoing. To provide updates for these programs, go to the next page. 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.

Example:

Example: The School of Medicine 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 School of Medicine would have 2 entries—TeamSTEPPS #1 and TeamSTEPPS #2 (names are for illustrative purposes only). The School of Medicine would complete the FD-1a and FD-1b subforms for each of these programs.

FD-1a - Selecting Program Status

No.	Record Status	Program Name (1)	Select Program Status in the Current Reporting Period (1a)	Select Whether this was a Degree Bearing Program (2) Block 2
1	Prior Record	MPH	Select one	Yes
2	New Record	MSC	Select one Ongoing Complete	Select one

Figure 40. 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 enter data in Block 6.

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.

No.	Record 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	
					Select Type of Degree Offered (3) Block 2a	Select Primary Focus Area (4) Block 2b
1	Prior Record	MPH	Select one	Yes	MPH	Public Health - Disease Pre
2	New Record	MSC	Select one	Select one	Select one	Select one

Comments

Figure 41. 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 fellow or 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 below listed options.

If "No" was selected in Block 2: Select "N/A" in Block 2a.

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- BA
- BS
- Certificate
- 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
- BCHS
- BSN
- DC
- 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
- BPH
- BSW
- DDS
- 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 fellow or faculty development program will culminate in awarding participants with an academic degree in dentistry, education, 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.**

Select "N/A" if the program culminates in a degree that is not in dentistry, education, or public health.

- Business Administration
- Dentistry - Endodontic Dentistry
- Dentistry - Orthodontic Dentistry
- Dentistry - Periodontic Dentistry
- Dentistry - Dental Assistant
- Dentistry - General Dentistry
- Dentistry - Pathology Dentistry
- Dentistry - Prosthodontic Dentistry
- Dentistry - Dental Hygiene
- Dentistry - Oral Surgery Dentistry
- Dentistry - Pediatric Dentistry
- Dentistry - Public Health Dentistry

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- Dentistry - Radiology Dentistry
- Health Administration
- Public Health - Biostatistics
- Public Health - Epidemiology
- Public Health - Injury Control & Prevention
- Public Health - Social & Behavioral Sciences
- Education
- Leadership
- Public Health - Disease Prevention & Health Promotion
- Public Health - Health Policy & Management
- Public Health - Maternal and Child Health
- Teaching

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- Education and Clinical Research
- Other Focus Area
- Public Health - Environmental Health
- 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 in 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 previous reporting periods.

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

For Non-Degree Bearing Program, Enter Length of Training Program in Clock Hours (5) Block 3	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
	0	45	5	50

Figure 42. 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 fellow/faculty development program developing competencies associated with Clinician role (Column 6).

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

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

Enter the % of Time Spent Developing Competencies for the Following Roles: Researcher: Enter the percentage of time spent in each fellow/faculty development program developing competencies associated with 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 previous reporting periods.

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

Enter the % of Time Spent Developing Competencies for the Following Roles				Enter # of Faculty Who Completed the Program (10) Block 6
Clinician (6) Block 5	Administrator (7) Block 5	Educator (8) Block 5	Researcher (9) Block 5	
0	45	5	50	0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 2px solid red;" type="text"/>

Figure 43. 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, fellows, and community providers 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
<input type="text" value="5"/>	<input type="text" value="Yes"/>
<input type="text" value="21"/>	<input type="text" value="No"/>

Figure 44. 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 fellow, faculty or community provider 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 individual who received a BHW-funded financial award 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 previous reporting periods.



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.

[View Prior Period Data](#)

FD-1a FD-1b FD-2a FD-2b FD-4a FD-4b

Fields with * are required

* Add Training Program and Discipline

Program Name MSC

Select Profession and Discipline of Faculty Trained

Add Record

No.	Program Name (1)	Profession and Discipline (2)	Enter # Trained in this Profession and Discipline (3)
		Block 4	Block 4

records to display.

Figure 45. FD-1b - Adding Profession and Discipline for Structured Programs

Program Name: To add information about the profession/discipline of fellows, faculty and community providers 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 fellows, faculty, and community providers who participated in each faculty development program during the annual reporting period by choosing **all that apply** from the below listed options. Click on the "Add Record" button to save your entry. **Repeat this process to capture the profession/discipline of all fellows, faculty members and community providers who participated in each faculty development program during the annual reporting period.**

- Behavioral Health - Clinical Psychology
- Behavioral Health - Clinical Social Work
- Behavioral Health - Counseling Psychology
- Behavioral Health - Other Social Work,

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- Behavioral Health - Marriage and Family Therapy
- Behavioral Health - Pastoral/Spiritual Care
- Dentistry - Oral Surgery Dentistry
- Dentistry - Pathology Dentistry
- Dentistry - Prosthodontic Dentistry
- Medicine - Aerospace Medicine
- Medicine - Colon and Rectal Surgery
- Medicine - Family Medicine
- Medicine - Integrative Medicine
- Medicine - Internal Medicine/Pediatrics
- Medicine - Neurology
- Medicine - Occupational Medicine
- Medicine - Other
- Medicine - Pediatrics
- Medicine - Plastic Surgery - Integrated
- Medicine - Preventive Medicine/Internal Medicine
- Medicine - Radiation Oncology
- Medicine - Thoracic Surgery
- Medicine - Vascular Surgery - Integrated
- Nursing - CNS - Geropsychiatric
- Nursing - CNS - Psychiatric/Mental health
- Nursing - Licensed practical/vocational nurse (LPN/LVN)
- Nursing - NP - Adult
- Nursing - NP - Child/Adolescent Psychiatric/Mental Health

- Behavioral Health - Other Psychology
- Dentistry - Endodontic Dentistry
- Dentistry - Orthodontic Dentistry
- Dentistry - Pediatric Dentistry
- Dentistry - Public Health Dentistry
- Medicine - Allergy and Immunology
- Medicine - Dermatology
- Medicine - Geriatric Psychiatry
- Medicine - Internal Medicine
- Medicine - Medical Genetics
- Medicine - Nuclear Medicine
- Medicine - Ophthalmology
- Medicine - Otolaryngology
- Medicine - Physical Medicine and Rehabilitation
- 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

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Substance Abuse/Addictions Counseling

- Dentistry - General Dentistry
- Dentistry - Other
- Dentistry - Periodontic Dentistry
- Dentistry - Radiology Dentistry
- Medicine - Anesthesiology
- Medicine - Emergency Medicine
- Medicine - Geriatrics
- Medicine - Internal Medicine/Family Medicine
- Medicine - Neurological Surgery
- Medicine - Obstetrics and Gynecology
- Medicine - Orthopaedic Surgery
- Medicine - Pathology - Anatomical and Clinical
- Medicine - 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

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- Nursing - NP - Family Psychiatric/Mental Health
- Nursing - NP - Pediatrics
- Nursing - Nurse anesthetist
- Nursing - Nurse midwife
- 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 - Biostatistics
- Public Health - Epidemiology
- Public Health - Infectious Disease Control
- Public Health - Other
- Other - Community Health Worker
- Other - First Responder/EMT
- Other - Lay and Family Caregiver
- Other - Midwife
- Other - Office/Support Staff
- Other - Physical Therapy
- Other - Radiologic technology
- Other - Speech Pathology
- Other - Veterinary Medicine
- Public Health - Disease Prevention & Health Promotion
- Public Health - Health Administration
- Public Health - Injury Control & Prevention
- Public Health - Social & Behavioral Sciences
- Other - Midwife (non - nurse)
- Other - Optometry
- Other - Podiatry
- Other - Registered Dietician
- Other - Speech Therapy
- Physician Assistant
- 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) Block 4	Enter # Trained in this Profession and Discipline (3) Block 4	Options
1	MSC	Dentistry - Endodontic Dentistry	<input type="text"/>	 Delete ▼
2	MSC	Dentistry - General Dentistry	<input type="text"/>	 Delete ▼

Figure 46. FD-1b - Entering # Trained in the Profession and Discipline

Enter # Trained in this Profession and Discipline: To complete the FD-1b subform, please click on the drop-down menu under Block 4 and choose a profession/discipline. Next, enter the number of fellows, faculty, or community providers in that profession/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 profession/discipline of all fellows, faculty and community providers who participated in each program.**



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.

[View Prior Period Data](#)

FD-1a
 FD-1b
 FD-2a
 FD-2b
 FD-4a
 FD-4b

Fields with * are required

*** Add Faculty Development Activities**

Activity Name

Add Record

No. 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	Option(s)
		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				
No records to display.							

Figure 47. FD-2a - Entering Faculty Development Activities

Activity Name:

- To begin completing the FD-2a subform, enter the name of each fellow/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 fellow/faculty development activity coordinated and/or supported through the grant during the annual reporting period.**

Example:

Example: The School of Medicine used BHW funds to pay for the cost of sending five (5) fellow and 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 School of Medicine 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 School of Medicine 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.

No. 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	Option(s)
		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				
1 Activity 1	Professional Conference	Select one	Select one		Select one		X Delete

Figure 48. 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 fellow/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: If "Academic Course for Continuing Education" or "Training/Workshop for Continuing Education" was selected under Block 8, 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: If "Academic Course for Continuing Education" or "Training/Workshop for Continuing Education" was selected under Block 8, 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 any other option was selected under Block 8, select "N/A" under Block 8b.

FD-2a - Entering Duration of Training Activity

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	Option(s)
<input type="text"/>	Select one		 Delete

Figure 49. FD-2a - Entering Duration of Training Activity

Enter Duration of Training Activity in Clock Hours: Enter the total length of each fellow/faculty development activity in clock hours 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 entered as $15/60 = .25$.)

FD-2a - Selecting Delivery Mode

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	Option(s)
<input type="text"/>	<div style="border: 2px solid red; padding: 2px;"><input type="text" value="Select one"/></div> <ul style="list-style-type: none">Select oneClassroom-basedDistance learning (Online, Webinar)	<input type="text"/>	<input type="text" value="Delete"/>

Figure 50. FD-2a - Selecting Delivery Mode

Select Delivery Mode Used to Offer Training Activity: Select the primary delivery mode used to offer each fellow/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)

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	Option(s)
<input type="text"/>	Select one <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
		<input type="checkbox"/> Administrator <input type="checkbox"/> Clinician	<input type="text"/> <input type="text"/>

Figure 51. FD-2a - Selecting Faculty Role(s)

Select the Faculty Role(s) Addressed at Training Activity: To complete the FD-2a subform, select the fellow/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

View Prior Period Data

FD-1a FD-1b FD-2a FD-2b FD-4a FD-4b

Fields with * are required

* Add Activity Name and Discipline

Activity Name: Activity 1

Select Profession and Discipline of Faculty Trained:

- Dentistry - Endodontic
- Dentistry - General
- Dentistry - Oral Surgery
- Dentistry - Orthodontic
- Dentistry - Pediatric

Add Record

No.	Activity Name (1)	Profession and (2)
		Block 12

No records to display.

Figure 52. FD-2b - Adding Profession and Discipline for Activities

Activity Name: To add information about the profession(s) and discipline(s) of fellows, faculty and community providers 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 fellows, faculty and community providers who participated in each activity by choosing all that apply from the following options:

- 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
- Behavioral Health - Counseling Psychology
- Behavioral Health - Other Social Work, Substance Abuse/Addictions Counseling
- Dentistry - General Dentistry
- Dentistry - Other
- Dentistry - Periodontic Dentistry
- Dentistry - Radiology Dentistry

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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
- Dentistry - Public Health Dentistry
- Medicine - Allergy and Immunology
- Medicine - Dermatology
- Medicine - Geriatric Psychiatry
- Medicine - Internal Medicine
- Medicine - Medical Genetics
- Medicine - Nuclear Medicine
- Medicine - Ophthalmology
- Medicine - Otolaryngology
- Medicine - Physical Medicine and
Rehabilitation
- Medicine - Preventive Medicine
- Medicine - Preventive
Medicine/Public Health
- Medicine - Radiology - Diagnostic
- Medicine - Thoracic Surgery -
Integrated
- Nursing - CNS - Adult gerontology
- Nursing - CNS - Neonatal
- Nursing - CNS - Women's health
- Nursing - NP - Acute care adult
gerontology
- Nursing - NP - Adult 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
- Medicine - Anesthesiology
- Medicine - Emergency Medicine
- Medicine - Geriatrics
- Medicine - Internal Medicine/Family Medicine
- Medicine - Neurological Surgery
- Medicine - Obstetrics and Gynecology
- Medicine - Orthopaedic Surgery
- Medicine - Pathology - Anatomical and
Clinical
- Medicine - Plastic Surgery
- Medicine - Preventive Medicine/Family
Medicine
- Medicine - Psychiatry
- Medicine - Surgery - General
- Medicine - Urology
- Nursing - CNS - Family
- Nursing - CNS - Pediatrics
- Nursing - Home Health Aide
- Nursing - NP - Acute care pediatric
- Nursing - NP - 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

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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 - Physical Therapy
- 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
- Physician Assistant
- Public Health - Environmental Health
- Public Health - Health Policy & Management
- Public Health - Nutrition



*Note: Click on the "Add Record" button to save your entry. **Repeat this process to capture the professions and disciplines of all fellows, faculty members and community providers who participated in each faculty development activity during the annual reporting period.***

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

No.	Activity Name (1)	Profession and Discipline of Faculty Trained (2) Block 12	Enter # Trained in this Profession and Discipline (3) Block 12	Option(s)
1	Activity 1	Dentistry - Endodontic Dentistry	<input type="text"/>	 Delete ▼
2	Activity 1	Dentistry - General Dentistry	<input type="text"/>	 Delete ▼

Figure 53. FD-2b - Entering # Trained in the Profession and Discipline

Enter # Trained in this Profession and Discipline:

- To complete the FD-2b subform, click on the drop-down menu under Block 12 and choose a profession/discipline.
- Enter the number of faculty and/or community providers 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 number of fellows, faculty members and community providers 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, the BPMH system will automatically route you to the next subform or click on the "Submit" button in the left hand side of the EHB to begin the submission process of your PRGCA.

FD-4a: Faculty Development - Faculty Instruction

FD-4a - Adding Faculty Instructional Activities



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

[View Prior Period Data](#)

FD-1a FD-1b FD-2a FD-2b **FD-4a** FD-4b

Fields with * are required

* Add Courses/Workshops

Enter the Name of the Course or Workshop Offered by the Faculty

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

No records to display.

Figure 54. FD-4a - Adding Faculty Instructional Activities

Name of the Course or Workshop Offered by the Faculty:

- **For new records**, enter the name of an instructional activity offered by fellows, faculty, or community providers who received BHW-funded financial awards during the annual reporting period in the textbox next to "Enter the Name of the Course or Workshop Offered by the Faculty". Next, click on the "Add Record" button to save your entry. **Repeat this process to capture all instructional activities offered by fellows, faculty, or community providers who received a BHW-funded financial award during the annual reporting period.**
- **For prior records**, go to the next page to update their status.



Warning: Complete the Setup for new instructional activities offered by fellows, faculty, or community providers who received Physician Faculty Development financial awards. For prior records, go to the next page to update their status.

FD-4a - Selecting Whether the Course was Offered in the Current Period

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

Figure 55. FD-4a - Selecting Whether the Course was Offered in the Current Period

Select Whether the Course/Workshop was Offered in the Current Reporting Period: Select whether each instructional activity was offered by fellows, faculty, or community providers during the annual reporting period by clicking on the drop-down menu under Block 1a and choosing **one** of the following options:

- Yes
- No



Warning: For new records, you must select "Yes" under Block 1a.



Warning: If "Yes" is selected for a prior record, then the remaining Blocks in the FD-4a subform must be completed. If "No" is selected for a prior records, do not complete any other Blocks in the FD-4 subform.

FD-4a - Selecting Content Area

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

Figure 56. FD-4a - Selecting Content Area

Select the Content Area Of the Course or Workshop: Select the content area of each instructional activity offered by fellows and faculty during the annual reporting period by clicking on the drop-down menu under Block 18 and choosing **one** of the following options:

- Acute care
- Alcohol and substance misuse/prevention
- Alzheimer's disease/dementia
- Asian Americans
- Behavioral assessment and consultation in primary care
- Bioterrorism/preparedness
- Cancer
- Clinical Practice Information
- Communications
- Community collaboration
- Computer - based instructions
- Cultural competence in nursing
- Delirium
- Diabetes
- Drug - resistant diseases
- Emergency preparedness
- Epidemiology
- Evidence - Based Practices
- Experiences
- Focus groups
- Advocacy/health policy
- Alternative/complementary medicine
- Ambulatory care
- Asthma
- Behavioral health
- Border Health
- Chronic Disease
- Clinical preventive services
- Community - Based Care
- Community health nursing
- Consumers' rights
- Cultural Competencies
- Dementia
- Domestic Violence
- E - Learning technology
- Emergency training
- Ethics and confidentiality
- Evidence Based Medicine
- Extended care
- Food borne Disease
- Geriatric education for direct care
- African - Americans
- Alzheimer's disease
- American Indian/Alaska Natives
- Basic restorative skills
- Behavioral interventions for primary care
- Border health activities
- Chronic disease management
- Communication Skills
- Community - based continuity of care
- Community needs assessment
- Crisis intervention
- Data collection and analysis
- Depression
- Domestic Violence/Interpersonal violence
- Elder abuse
- Environmental health
- Ethics/bioethics
- Evidence Based Medicine/Practice
- Financial planning and management (including budgeting)
- Genetics
- Geriatric medicine

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- Genomics
- Geriatrics
- Health care and older adults
- Health literacy
- Health Reform/Health Insurance Marketplaces
- Hepatitis
- HIV/AIDS and other infectious diseases
- Homeless
- Improving communication skills
- Informatics
- Interactive simulated case studies
- Interprofessional Education
- Leadership Training
- Long - Term Care
- Mannequin - based and patient simulators
- Medication basics
- Mental health
- Minority Health
- Needs - specific training
- Nursing leadership and management
- Obesity
- Other simulated or virtual methods
- Palliative care
- Perioperative care
- Physical activity/active lifestyles
- Primary care
- Program evaluation
- Project management
- Public health policy development
- Quality improvement and patient safety
- providers
- Gerontological nursing
- Health Disparities
- Health promotion
- Healthy aging
- Hispanics
- Home health
- Homelessness
- Infection control
- Information Technology
- Interdisciplinary training
- Interprofessional integrated models of care
- Leadership/Management
- Long - term care nursing
- Maternal and child health
- Medications/drugs
- Mental health and older adults
- Minority health issues
- Negotiations
- Nutrition
- Oral health
- Pain management
- Pastoral/Spiritual Care
- Personal care skills
- Prescription drug abuse
- Professional development
- Program management
- Public health infrastructure
- Public health science
- Rehabilitation
- Rural Health
- Sexually transmitted infections
- Stroke
- Grant writing
- Health information technology
- Health Promotion and disease prevention
- Heart disease
- HIV/AIDS
- Home health care
- Hypertension
- Influenza
- Injury prevention
- Interpersonal skills
- Interprofessional team training
- Lesbian/Gay/Bisexual/Transgender individuals
- Managed Care
- Medical economics
- Meeting facilitation
- Migrant health initiatives
- Native Hawaiian/Pacific Islander
- Nursing care for vulnerable populations
- Nutrition/healthy eating
- Other
- Palliative and end of life care
- Patient safety (medical errors)
- Pharmacology
- Prevention/Primary care
- Program design
- Program planning
- Public health law
- Quality Improvement
- Rehabilitation Therapies
- Secondary care Technology
- Skills - based training (including coalition building)
- Substance Abuse

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- Research
- Sexual health
- Social marketing
- Suicide
- Teledentistry
- Tertiary care
- Transitional care
- Urban health
- Veterans Health
- Women's health
- Workforce development
- Survey design
- Telehealth
- Tobacco cessation
- Trauma
- Urgent care
- Violence
- Women's health issues
- Wound care
- Sustainability
- Telemedicine/telehealth
- Training
- Tuberculosis
- Veteran Related
- Virtual simulation
- Worker and patient safety



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

FD-4a - Entering Course/Workshop Length

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

Figure 57. FD-4a - Entering Course/Workshop Length

Enter the Length of the Course or Workshop in Clock Hours: Enter the duration, in clock hours, of each instructional activity offered by fellows and faculty during the annual reporting period in the textbox under Block 19.



Note: For courses 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 entered as $15/60 = .25$).



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

FD-4a - Entering # of Times the Course or Workshop was Offered

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

Figure 58. FD-4a - Entering # of Times the Course or Workshop was Offered

Enter # of Times the Course or Workshop was Offered: Enter the number of times each instructional activity was offered by fellows and faculty during the annual reporting period in the textbox under Block 20.

FD-4a - Selecting Delivery Mode

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

Figure 59. FD-4a - Selecting Delivery Mode

Select the Delivery Mode Used to Offer the Course or Workshop: To complete the FD-4a subform, select the delivery mode used by fellows and faculty to offer each instructional activity offered during the annual reporting period by clicking on the drop-down menu under Block 22 and choosing **one** of the following options:

- Archived/Self-paced distance learning
- Classroom-based
- Clinical Rotation
- Grand Rounds
- Hybrid
- Other
- Real-time/Live distance learning



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

FD-4b - Adding Profession and Discipline for Faculty Instructional Activities



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

Fields with * are required

*** Add Profession/Discipline**

Name of the Course or Workshop Offered by the Faculty: Course 1

Profession and Discipline of Individuals Trained: [Dropdown]

Add Record

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

Technology

Other - Radiologic technology

Other - Registered Dietician

Public Health - Nutrition

Student - Law School

Student - Physical Therapy

Figure 60. FD-4b - Adding Profession and Discipline for Faculty Instructional Activities

Name of the Course or Workshop Offered by the Faculty: Select the name of an instructional activity by clicking on the drop-down menu next to "Name of the Course of Workshop Offered by the Faculty" and choosing **one** of the available options.

Profession and Discipline of Individuals Trained: Select profession(s) and discipline(s) of all individuals trained in each instructional activity offered by fellows and faculty during the annual reporting period by choosing **all that apply** from the following options:

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

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- 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 - 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
- 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 - Midwife
- 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
- Other - Facility Administrator
- Other - Health Informatics/Health Information Technology
- Other - Medical Laboratory Technology
- Other - Optometry
- Other - Profession Not Listed
- Other - Respiratory Therapy
- Other - Veterinary Medicine
- 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 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 (non - nurse)
- Other - Pharmacy
- Other - Radiologic technology
- Other - Speech Pathology
- Other - Occupational Therapy
- Physician Assistant
- Public Health - Environmental Health

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- Other - Medical Assistant
- Other - Office/Support Staff
- Other - Podiatry
- Other - Registered Dietician
- Other - Unknown
- Other – Physical Therapy
- Public Health - Biostatistics
- Public Health - Epidemiology
- Public Health - Injury Control & Prevention
- 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 - Law School
- Student - Midwife
- Student - NP - Adult gerontology
- Student - NP - Geropsychiatric
- Student - NP - Pediatrics
- Student - Nurse Midwife
- Student - Registered nurse (RN)
- Other – Speech Therapy
- Public Health - Disease Prevention & Health Promotion
- Public Health - Health Policy & Management
- Public Health - Nutrition
- Student - Alternative/Complementary Nursing
- 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 - Licensed Practical/Vocational Nurse (LPN/LVN)
- Student - NP - Acute care adult gerontology
- Student - NP - Emergency care
- Student - NP - Neonatal
- Student - NP - Psychiatric/Mental health
- Student - Physician Assistant
- Student - Undergraduate - Other

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- Public Health - Infectious Disease Control
- Public Health - Other
- Student - CNS - Adult gerontology
- Student - CNS - Neonatal
- Student - CNS - Women's health
- Student - Dental School
- Student - Graduate - Nursing Masters
- Student - Graduate - Psychology
- Student - Home Health Aide
- Student - Medical School
- Student - NP - Acute care pediatric
- Student - NP - Family
- Student - NP - Other advanced nurse specialists
- Student - NP - Women's health
- Student - Post - high school / Pre - college
- Student - Undergraduate - Public Health



Note: Click on the "Add Record" button to save your entry. **Repeat this process as necessary to identify the profession/discipline of all individuals trained in each instructional activity offered by fellows and faculty during the annual reporting period.**

FD-4b - Entering # Trained in the Profession and Discipline

No.	Name of the Course or Workshop Offered by the Faculty (1) Block 17	Profession and Discipline of Individuals Trained (2) Block 21	Enter # Trained in this Profession and Discipline (3) Block 21	Option(s)
1	Course 1	Student - Diploma/Certificate	<input type="text"/>	Delete ▼
2	Course 1	Student - Alternative/Complementary Nursing	<input type="text"/>	Delete ▼
3	Course 1	Student - CNS - Adult gerontology	<input type="text"/>	Delete ▼

Figure 61. FD-4b - Entering # Trained in the Profession and Discipline

Enter # Trained in this Profession and Discipline: To complete the FD-4b subform, enter the number of individuals trained in each profession/discipline that appears under the column labeled "Profession and Discipline of Individuals Trained".



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 on the left hand side of the EHB screen 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 and you receive a tracking number. You must first validate your report, and then 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. See instructions on the following pages.

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 and their corresponding types and options.

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 62. 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', 'Overview', 'Setup Data', 'Performance Data', 'Comments', and 'Review and Submit'. The 'Submit' link is highlighted in red. The main content area shows a 'Submit Report' header with a reporting period of 7/1/2014 - 12/31/2014 and a 'Due In: 100 Days' indicator. Below this is 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 located at the bottom right of the page.

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 63. 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 64. 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 65. 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.