Rural Public Health Workforce Training Network Program

Data Collection Tools TA Webinar: Part 1 – How to Collect Your Data
June 28, 2023

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Vision: Healthy Communities, Healthy People

Data Collection Tools TA Webinar Part 1: How to Collect Your Data
Agenda

- Rural Workforce Program Team Overview

- Data Collection Tools TA Webinar Series & Office Hours

- Program Reporting Requirements

- Grantee Data Collection Tools, Timeline, & Deployment Schedule

- Trainee Survey & Response Rate Strategies

- GHPC/ Stratis Health – Data Tracking Tool Demonstration

- Q&A

Rural Public Health Workforce Training Network Program
HRSA Program, Data & Evaluation, & TA Team

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Rural Public Health Workforce Training Network Program
Data Collection Tools: Technical Assistance Webinars & Office Hours

TA Webinars: 2-Part Series

Part 1: How to Collect Your Data – June 28, 2023

- Data Collection Tools Timeline & Collection Periods
- Overview of the Data Surveys
- GHPC/ Stratis Health - Data Tracking Tool Demonstration

Part 2: How to Enter Your Data – July 19, 2023* (TBD)

- Overview of Qualtrics Survey Design
- How to use the Data Tracking Tool to enter data in the system

HRSA Data Survey TA Office Hours:

- Tuesdays and Thursdays from 12 PM EST – 1 PM EST in July for questions/targeted TA on data collection tools

Rural Public Health Workforce Training Network Program
Expanding Public Health Capacity

Program Purpose: To **expand public health capacity** by supporting health care **job development**, **training**, and **placement** in rural and tribal communities.

- Strong Network
- Innovation
- Workforce Pathways
- Health Equity
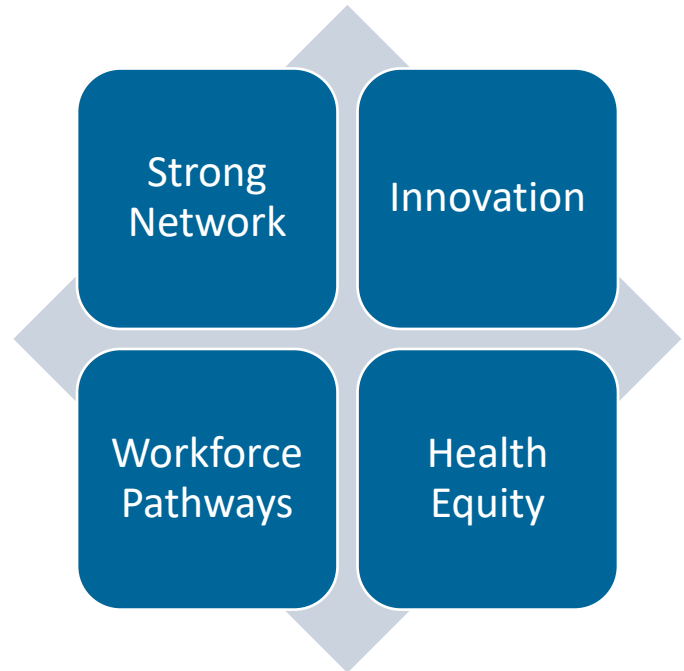
Period of Performance
- August 1, 2022 – July 31, 2025 (3 Years)

Max. Funding Amount (per award)
- $1,545,000

Program Total Funding Amount
- $47.1M

Number of Awards
- 32 Grants

Program Website: https://www.hrsa.gov/rural-health/grants/rural-community/public-health-workforce

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Rural Public Health Workforce Training Network Program

Reporting Requirements

Rural Public Health Workforce Training Network (Rural Workforce) Program
Summary of Program Reporting Requirements

1st Year (8/1/22 - 7/31/23)

- **Strategic Plan**
- Template and technical assistance will be provided
- Submitted in HRSA's Electronic Handbook (EHB)
- Due Date: February 17, 2023

- **Annual Progress Report**
- Due Date: July 7, 2023

- **Performance Measures Report/ Surveys**
- Summer 2023

- **Annual Program Meeting**
- July 12 – 14, 2023

2nd Year (8/1/23 – 7/31/24)

- **Annual Progress Report**
- Due Date: July 2024

- **Performance Measures Report/ Surveys**
- Every 6 months from baseline

- **Annual Program Meeting**
- TBD

3rd Year (8/1/24 – 7/31/25)

- **Sustainability Plan**
- Template and technical assistance will be provided
- Submitted in HRSA's Electronic Handbook (EHB)
- Due Date: February 1, 2025

- **Performance Measures Report/ Surveys**

- **Self-Assessment (Evaluation) Report**
- Within 90 Days of Project End Date

- **Final Closeout Report**
- Within 90 Days of Project End Date

- **Annual Program Meeting**

1-year Post Grant

- **Post Grant Evaluation Report**
- Award recipients will be required to submit a post-grant evaluation 1-year after the project end date

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Rural Public Health Workforce Training Network Program
Data Collection Tools Timeline

Attachment 2: RPHWTNP Grantee Baseline Survey
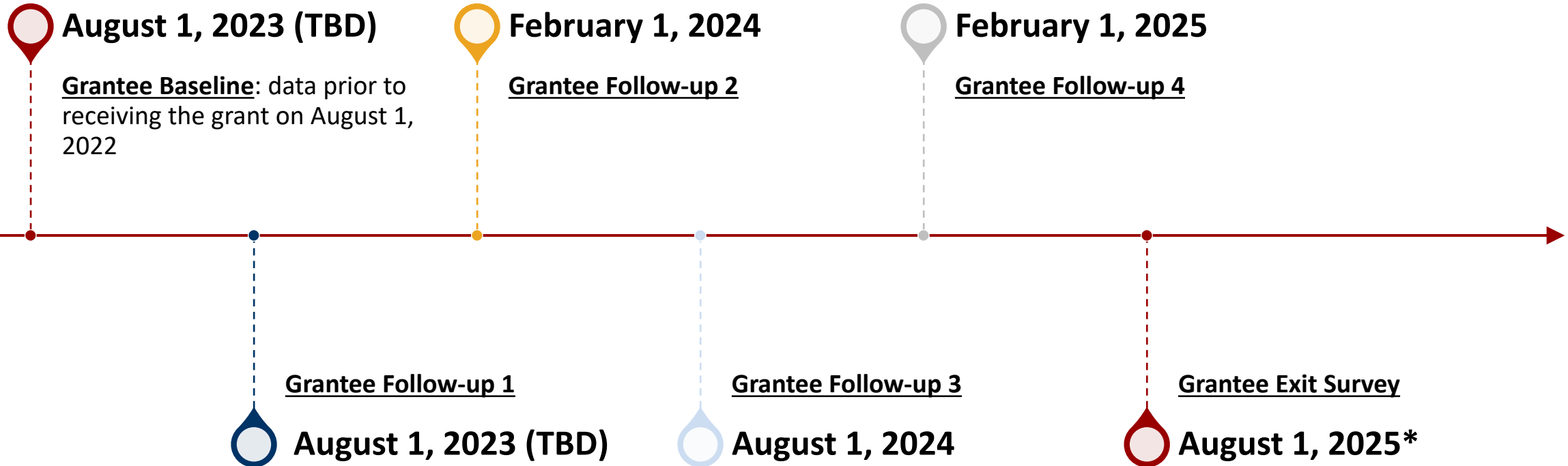
Attachment 5: RPHWTNP Trainee Survey

Deployment Timeline

✓ 30-day FRN – June 30, 2023

✓ OMB Clearance – Summer 2023

✓ Grantee Baseline Deployment – Summer 2023

✓ Grantee Follow-up – Summer 2023 & every 6 months thereafter, aligning with the budget period

✓ Trainee Data Collection Tool – Summer 2023, as needed & retrospective

Rural Public Health Workforce Training Network Program
Data Collection Tools: Grantee Survey Collection Periods

August 1, 2023 (TBD)

Grantee Baseline: data prior to receiving the grant on August 1, 2022

February 1, 2024

Grantee Follow-up 2

February 1, 2025

Grantee Follow-up 4

Grantee Follow-up 1

August 1, 2023 (TBD)

Grantee Follow-up 3

August 1, 2024

Grantee Exit Survey

August 1, 2025*

Rural Public Health Workforce Training Network Program

Data Collection Tools: Grantee Survey Collection Periods, Continued

Grantee Exit Survey*

The exit survey will be part of the Final Reports (Evaluation & Close Out Reports) due 90 days from the project end date

No Cost Extension (NCE)

If an NCE is requested (up to 12 months to complete work plan activities) and approved, the follow-up surveys will continue until the end of your NCE and then the Exit Survey will apply.

1-Year Post Grant Eval Report

Please note that this report is separate from the data collection tools and will occur 1-year after the project's end date, regardless of NCE.

Rural Public Health Workforce Training Network Program
Data Collection Tools

Attachment 2: RPHWTNP Grantee Baseline Survey

Attachment 5: RPHWTNP Trainee Survey

Accessing the Tools:

✓ OMB Website: PRA IC List (reginfo.gov)

✓ 4 Data Collection Tools:

   ✓ Grantee Baseline Survey

   ✓ Grantee Follow-up Survey

   ✓ Grantee Exit Survey

   ✓ Trainee Survey

✓ Grantee Surveys – Requirement of the Program, per NOFO & NOA Terms & Conditions

✓ Trainee Survey – 100% Voluntary and NOT required for trainee respondents*

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Data Collection Tools: Grantee Baseline Survey

- ✓ All questions may not apply
- ✓ Grantee Surveys – Requirement of the Program, per NOFO & NOA Terms & Conditions
- ✓ Track Selection – Formal vs Informal Selection
- ✓ Training Network Partners – Internal vs External
- ✓ Baseline Current Trainings Offered – prior to August 1, 2022, that already exist
- ✓ Future Training Offerings – as of August 1, 2022/ trainings that will be developed or implemented because of this grant
- ✓ Access & Equity: Cultural Responsiveness and Racial Equity Definition
- ✓ Technical Skills Questions – aligns with Questions asked on Trainee Survey

Rural Public Health Workforce Training Network Program

Data Collection Tools: Grantee Follow-up Survey

- ✓ All questions may not apply
- ✓ Grantee Surveys – Requirement of the Program, per NOFO & NOA Terms & Conditions
- ✓ Trainings Offered – based on Excel sheet collection
  - ✓ Capturing Trainings – Definition on the survey; training vs certification
- ✓ Training Topics:
  - ✓ Behavioral Health
  - ✓ Care Coordination
  - ✓ Case Management
  - ✓ Community Health Workers
  - ✓ Community Paramedicine
  - ✓ COVID-related topics

  - ✓ Cultural Competence
  - ✓ Cybersecurity
  - ✓ Doula Services
  - ✓ Electronic Health Records
  - ✓ Emergency Medical Technician (EMT)
  - ✓ Health IT
  - ✓ HIPPA Compliance

  - ✓ Peer Recovery/ Peer Support
  - ✓ Respiratory Care
  - ✓ Telehealth
  - ✓ Insurance Benefits Counseling
  - ✓ Medical Assistant
  - ✓ Nursing

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Data Collection Tools: Grantee Exit Survey

- ✓ All questions may not apply

- ✓ Cultural Responsiveness Strategies – based on your definition in the Grantee Baseline Survey

- ✓ "in the consortium" VS "outside of the consortium"

- ✓ Sustainability – Please note that we will have a Sustainability Plan (part of reporting requirements) due February 2025

- ✓ Technical Skills – aligns with questions asked in the Trainee Survey and the Grantee Baseline Survey

Rural Public Health Workforce Training Network Program
Data Collection Tools: Trainee Survey

- ✓ Trainee Survey – 100% Voluntary and NOT required for trainee respondents*
- ✓ Grantee Role & Expectation:
  - ✓ HRSA will provide grantees a link to send trainee surveys
  - ✓ Grantees will send the link to trainees
  - ✓ Retrospective survey for those who have already completed trainings/courses
- ✓ Data Collection for those ages 18+
- ✓ Response comes back directly to HRSA
- ✓ **Trainee** – An individual who is being trained in one or more of the trainings/courses offered through this grant program

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Data Collection Tools: Trainee Survey Response Strategies

Use the last day of training/course to administer the survey in-person

Prior to a final exam, on facility computers/smart devices

Pick the right channel/method

Email, survey, in-person announcement, text message

Make it personal – customize messaging with the respondent's name vs generic email

Be honest about the expectations

Appeal to the desire of respondents to the importance of their response by explaining how their feedback will impact the rural workforce and future programming/training

Others?

slido

Do you anticipate your trainees having a challenge accessing broadband/internet to complete the survey?

ⓘ Start presenting to display the poll results on this slide.

Rural Public Health Workforce Training Network Program
Cohort Accomplishments – Data Report Out

- ✓ Annual One-Pager on Cohort Accomplishments
  - ✓ Annual Program Meeting

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Data Tracking Tool Demonstration

GHPC / Stratis Health

Questions?