



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

HRSA/FORHP Program

FORHP Program Coordinator (PC) & Project Officers (PO)



Patricia Burbano
(PC/PO)

Aite Aigbe
(PO)

Claire Darnell
(PO)

Office of Planning Analysis & Evaluation

Division of Data Governance and Strategic Analysis



Amita Kothari
Lead Evaluator

Imam Xierali
Statistician

Charles Wu
Statistician

John Snyder
Division Director

Technical Assistance

Georgia State University (GSU), Georgia Health Policy Center – Community Health Systems Development Technical Assistance Team

- ✓ Carla Freeman
- ✓ Sara Longhini
- ✓ Sarah Daniel
- ✓ Jason Fulkerson
- ✓ Sherrie Williams
- ✓ Eric Baumgartner



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:

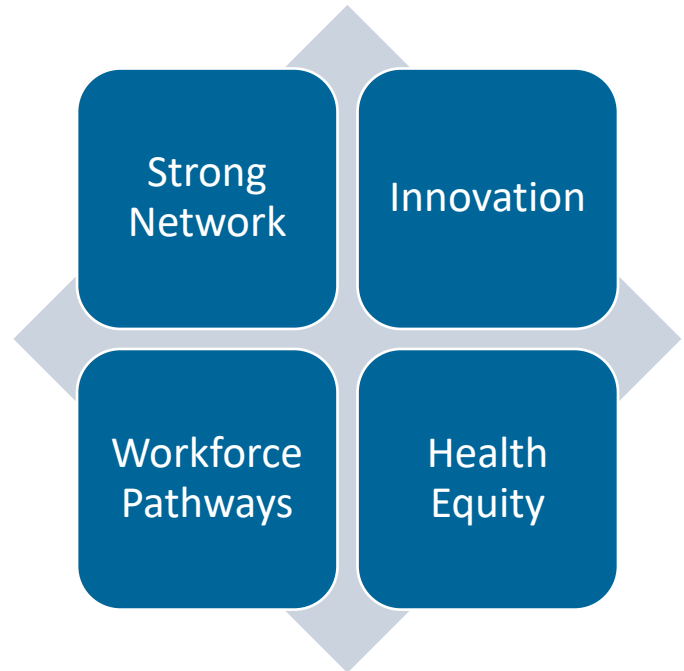
- Tuesdays and Thursdays from 12 PM EST – 1 PM EST in July for questions/targeted TA on data collection tools



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.



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>



Rural Public Health Workforce Training Network Program

Reporting Requirements

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

1 st Year (8/1/22 - 7/31/23)	2 nd Year (8/1/23 - 7/31/24)	3 rd Year (8/1/24 - 7/31/25)	1-year Post Grant
<ul style="list-style-type: none">• Strategic Plan<ul style="list-style-type: none">• Template and technical assistance will be provided• Submitted in HRSA's Electronic Handbook (EHB)• Due Date: February 17, 2023• Annual Progress Report<ul style="list-style-type: none">• Due Date: July 7, 2023• Performance Measures Report/ Surveys<ul style="list-style-type: none">• Summer 2023• Annual Program Meeting<ul style="list-style-type: none">• July 12 - 14, 2023	<ul style="list-style-type: none">• Annual Progress Report<ul style="list-style-type: none">• Due Date: July 2024• Performance Measures Report/ Surveys<ul style="list-style-type: none">• Every 6 months from baseline• Annual Program Meeting<ul style="list-style-type: none">• TBD	<ul style="list-style-type: none">• Sustainability Plan<ul style="list-style-type: none">• 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<ul style="list-style-type: none">• Within 90 Days of Project End Date• Final Closeout Report<ul style="list-style-type: none">• Within 90 Days of Project End Date• Annual Program Meeting	<ul style="list-style-type: none">• Post Grant Evaluation Report<ul style="list-style-type: none">• Award recipients will be required to submit a post-grant evaluation 1-year after the project end date



Rural Public Health Workforce Training Network Program

Data Collection Tools Timeline

Attachment 2: RPHWTNP Grantee Baseline Survey

Question No.	Question	Skip Logic	Response Options	Required	Valid Response Restriction
<p>This survey is designed to collect baseline data from grantees that have been awarded funds for the Rural Public Health Workforce Training Network Program (RPHWTNP) through the Health Resources and Services Administration (HRSA). The following questions will ask information about program plans and activities. Information collected from this survey will be utilized by the Federal Office of Rural Health Policy (FORHP) to understand the existing landscape of rural health training networks. prior to award funding on August 1, 2022. Should you have any questions regarding this survey, please direct your questions to your HRSA Project Officer.</p> <p>An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915/0906-XXXX and it is valid until XX/XX/202X. This information collection is required to obtain or retain a benefit (42 U.S.C. § 254c(f)) (§ 330A(f) of the Public Health Service Act), Section 2501 of the American Rescue Plan Act of 2021 (P.L. 117-2) via the following funding opportunity: HRSA-22-117). Public reporting burden for this collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.</p>					
General					
1	Please select the name of your lead grantee organization.		Drop-down (32 grantees)	*	
2	Which workforce training track(s) has/have been selected for this program?		Matrix response, 5 tracks (Track 1: Community Health Support, Track 2: Health IT	*	

Attachment 5: RPHWTNP Trainee Survey

Question No.	Question	Skip Logic	Response Options	Required	Valid Response Restriction
<p>Consortium (Training Network)</p> <p>General Text The following questions will ask about information related for the RPHWTNP.</p> <p>Internal consortium members are organizations that have for the purposes of the RPHWTNP.</p> <p>External consortium members are organizations that have for the purposes of the RPHWTNP.</p>					
<p>The following survey is designed to assess information on behalf of the Health Resources and Services Administration (HRSA) for the Rural Public Health Workforce Training Network Program (RPHWTNP) administered by the Federal Office of Rural Health Policy (FORHP). The purpose of this survey is to understand the population who may benefit from rural health training programs and the training needs of those enrolled in this program. Please note that your responses within this survey are completely confidential and will never be shared with your employer, your training organization, or anyone outside of the Health Resources and Services Administration.</p> <p>An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915/0906-XXXX and it is valid until XX/XX/202X. This information collection is voluntary. Public reporting burden for this collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.</p>					
Today's Training					
1	Are you participating/ did you participate in a training today?		No Yes	*	
2	Did you receive this survey link due to your participation in a past training?	Skip to Q3	No, I did not participate in a past training. Skip to Q4 Yes, I did participate in a past training.	*	
3	Please indicate how received this survey link.	Skip to end of survey.	Free-text		250 character limit
4	We are only collecting data from individuals 18 and over for this program. Are you <u>under the age of 18</u> ?	Skip to end of survey.	No, I am 18 years old, or older. Yes, I am under the age of 18.	*	
5	Please indicate your age.		18-19 years old 20-24 years old 25-29 years old 30-34 years old 35-39 years old 40-44 years old 45-49 years old	*	Dropdown

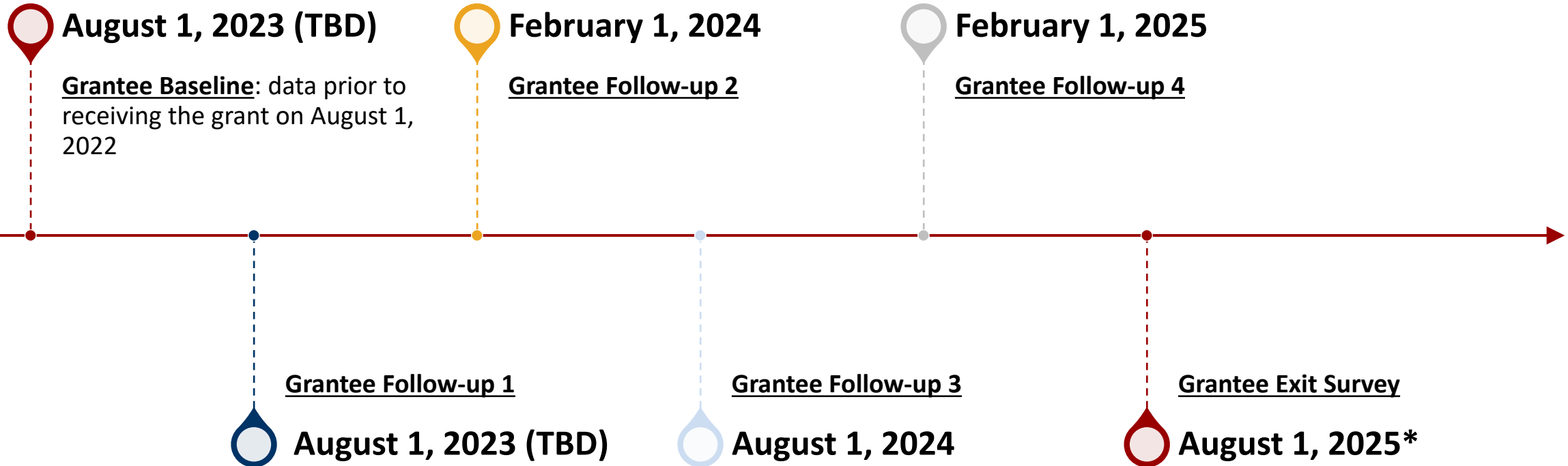
Deployment Timeline

- ✓ 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



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

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Attachment 5: RPHWTNP Trainee Survey

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4	We are only collecting data from individuals 18 and over for this program. Are you <u>under the age of 18</u> ?	Skip to end of survey.	No, I am 18 years old, or older. Yes, I am under the age of 18.	*	
5	Please indicate your age.		18-19 years old 20-24 years old 25-29 years old 30-34 years old 35-39 years old 40-44 years old 45-49 years old	*	Dropdown

Accessing the Tools:

- ✓ OMB Website: [PRA IC List \(reginfo.gov\)](https://www.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*



Rural Public Health Workforce Training Network Program

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



Rural Public Health Workforce Training Network Program

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



Rural Public Health Workforce Training Network Program

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



Rural Public Health Workforce Training Network Program

Data Tracking Tool Demonstration

GHPC / Stratis Health



Questions?

