



Rural Public Health Workforce Training Network Program

Data Collection Tools TA Webinar (**REFRESHER**)

February 6, 2024

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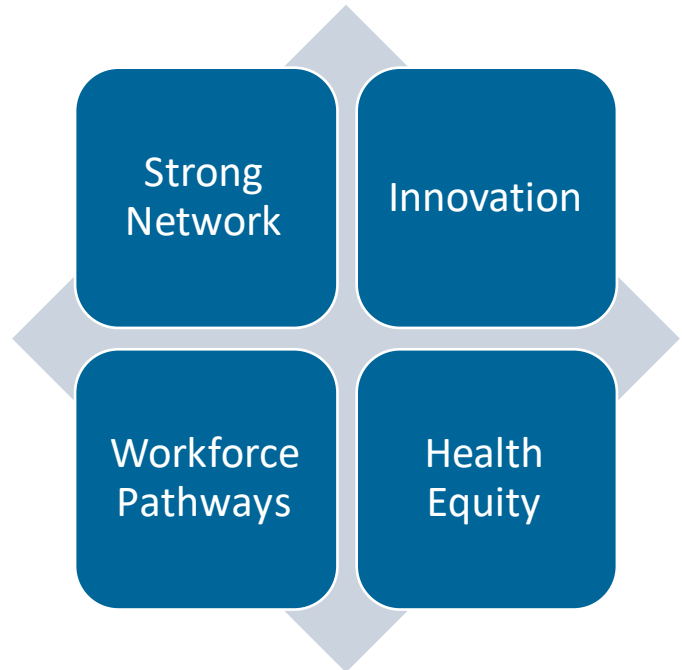
Vision: Healthy Communities, Healthy People



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

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**
 - Submitted in HRSA's Electronic Handbook (EHB)
 - **Due Date: July 7, 2023**
- **Annual Program Meeting**
 - **Date: July 11 – 14, 2023**
 - **Location: Washington, DC**
- **Performance Measures Report/ Surveys**
 - Grantee Baseline & Grantee Follow-up 1
 - Submitted in Qualtrics
 - **Due Date: September 29, 2023**

2nd Year

(8/1/23 – 7/31/24)

- **Performance Measures Report/ Surveys**
 - Submitted in Qualtrics. 30 days to submit from deployment date
 - **Deployment Date: February 1, 2024**
 - **Deployment Date: August 1, 2024**
- **Annual Program Meeting**
 - **Date: April 24 – 25, 2024**
 - **Location: Atlanta, GA**
- **Annual Progress Report**
 - Submitted in HRSA's Electronic Handbook (EHB)
 - **Due Date: July 5, 2024**

3rd Year

(8/1/24 – 7/31/25)

- **Sustainability Plan**
 - Submitted in HRSA's Electronic Handbook (EHB)
 - **Due Date: February 1, 2025**
- **Performance Measures Report/ Surveys**
 - Submitted in Qualtrics, 30 days to submit from deployment date
 - **Deployment Date: February 1, 2025**
 - **Deployment Date: August 1, 2025**
- **Annual Program Meeting**
 - **Date: TBD**
 - **Location: Washington, DC**
- **Self-Assessment (Evaluation) Report**
 - Submitted in HRSA's Electronic Handbook (EHB) Within 90 Days of Project End Date
 - **Due Date: October 29, 2025**
- **Final Closeout Report**
 - Submitted in HRSA's Electronic Handbook (EHB) Within 90 Days of Project End Date
 - **Due Date: October 29, 2025**

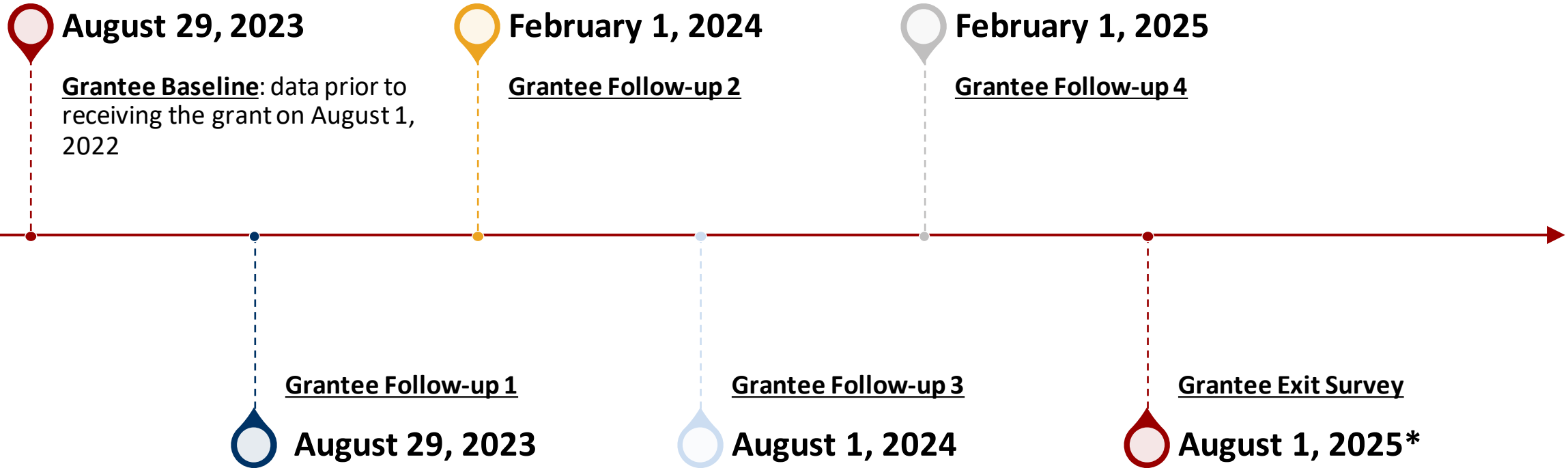
1-year Post Grant

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



Rural Public Health Workforce Training Network Program

Data Collection Tools: Grantee Survey Collection Periods



Rural Public Health Workforce Training Network Program

Data Collection Tools & Resources

Data Collection Tools Email

- ✓ RPHWTNP Survey Links
- ✓ FAQs for RPHWTNP Data Collection
- ✓ RPHWTNP Data Tracking Tool

ACTION ITEM: Rural Workforce Program Data Collection Tools - [REDACTED] (due March 1st)

HC HRSA CBD Rural Workforce
To: [REDACTED]
Cc: [REDACTED]

This message was sent with High importance.

FAQs for RPHWTNP Data Collection [REDACTED] 375 KB
Rural-Public-Health-Workforce-Network-Training-Program-Grantee-Tool-06.2023.xlsx 436 KB
RPHWTNP Survey Links [REDACTED] 188 KB

Hello,

As a requirement of the Rural Public Health Workforce Training Network Program (RPHWTNP) administered through the Federal Office of Rural Health Policy (FORHP) in the Health Resources and Services Administration (HRSA), award recipients are required to report on their data on a 6-month interval to quantify the impact of your program. The Data Collection tools for this program are only one of several methods that RPHWTNP grantees will report on data to measure processes and impact/outcomes.

Please note that one of the required documents submitted through your application includes a Data Usage/Sharing Agreement signed and dated by all network partners and the lead organization (award recipient/grantee) that allows all entities to acquire and use data from each other as it relates to the compliance of data reporting requirements associated with this grant program. The agreement should include an attestation that the data shared is appropriate and valid.

The Data Collection Tools with your unique links are as follows. Attached is your grant-specific RPHWTNP Survey Links document with links to all of your data collection surveys, including those required within this collection period (August 29, 2023 – January 31, 2024, please note this is a cumulative collection period).

- Grantee Follow-up Survey: https://hrsagov.gov1.qualtrics.com/jfe/form/SV_cGCI57eM6l4o [REDACTED]
- Trainee Survey: https://hrsagov.gov1.qualtrics.com/jfe/form/SV_dirbU4epfSpjvtc?Grantee [REDACTED]

*These links are unique to your organization and therefore should not be shared with folks outside of your organization.

All award recipients of this program have 30 days to complete and submit their required data collection tools back to HRSA through your unique link. The required data collection tools for this period include the Grantee Follow-up Survey which is due on **Friday, March 1, 2024**.

Award recipients are required to send the Trainee Survey to all trainees who have completed a training or are about to complete a training under the RPHWTNP program. Although trainees are not required to submit/respond to the Trainee Survey, we highly encourage them to do so but understand it is 100% voluntary submission for the trainee.



Rural Public Health Workforce Training Network Program

Data Collection Tools & Resources

Data Collection Tools Email

- ✓ RPHWTNP Survey Links
- ✓ FAQs for RPHWTNP Data Collection
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Rural Public Health Workforce Training Network (RPHWTNP) Survey Links



Instructions

This document contains the links that your grantee organization should use for data submission to HRSA as it pertains to the Rural Public Health Workforce Training Network Program.

Timelines for deployment and completion can be found in the *Frequently Asked Questions (FAQs) for Rural Public Health Workforce Training Network (RPHWTNP) Data Collection* document. Please do not complete any surveys prior to explicit instruction by HRSA. Announcements for when each survey is deployed will be sent via email and directly to the individual contacts that were previously submitted to HRSA via the Grantee Contact Information for Data Collection Tools Survey sent in August 2023.

Each link provided below is unique and specific to your grantee organization. Only data submitted through the links provided below will be accepted for data submission requirements for your organization.

Please contact rphwtnp@hrsa.gov with any questions you may have.

Grantee Survey Links

The links below are for surveys that should be completed by the **grantee** throughout the duration of the program.

Grantee Baseline Survey

This survey will only be deployed **once**. This survey should only be taken **once**.

Link:

https://hrsagov.gov1.qualtrics.com/jfe/form/SV_dpXUFcOF9gsvdau?GranteeID=TR1R

Grantee Follow-Up Survey

This survey will be deployed **4 times, in 6-month intervals**. This survey should be completed **4 times, once per 6-month interval**. The same link should be used for every submission.

Link:

https://hrsagov.gov1.qualtrics.com/jfe/form/SV_cGC157eM6l4oHIA?GranteeID=TR1R

Grantee Exit Survey

This survey will only be deployed **once**. This survey should only be taken **once**.

Link:

https://hrsagov.gov1.qualtrics.com/jfe/form/SV_2of3aJ44LyrtilU?GranteeID=TR1R

Trainee Survey Link

The following links are for surveys that should be **deployed by your grantee organization and completed by the trainees** of your program. The following survey link should be distributed to trainees to complete.

This survey should be sent out on an occurrence basis, **for every training** that is delivered through your consortium.

Link:

https://hrsagov.gov1.qualtrics.com/jfe/form/SV_dirbU4epfSpJvtc?GranteeID=TR1R



Rural Public Health Workforce Training Network Program

Data Collection Tools & Resources

Data Collection Tools Email

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The screenshot shows the title page of the "Rural Public Health Workforce Training Network Data Tracking Tool". At the top, there are logos for "StratisHealth" and the "Georgia Health Policy Center". Below the logos is the title "Rural Public Health Workforce Training Network Data Tracking Tool".

Introduction and how to use this tool:

This tool was designed to support Rural Public Health Workforce Training Network (RPHWTN) grantees as they plan for data collection as required by the grant. The tool is designed to support data collection to complete the grant program's required baseline, follow-up and exit surveys. It may be customized to include grantee-designed measures as well.

While use of this tool itself is not required, it is a valuable resource. It can be used to track the required data for reporting to FORHP and design, capture, and report the goals and objectives from the strategic plan. Each tab is described below and aligns with guidance provided in the documentation available here:

<https://ruralhealthlink.org/workforce-training/>

To cycle through the various tabs, use the small horizontal arrows located in the tool's bottom left-hand corner. Some tabs also have hyperlinks to navigate to related tabs and/or resources.

Throughout this tool, any cells that are the shade of yellow to the right are required and should be updated.
Any cells that are the shade of orange to the right are optional and should be updated if applicable.
Any cells that are the shade of green to the right are required and auto-populated from either the "Partner Log" or "Trainee Log"

If you have questions regarding this tool, please refer to the companion video tutorial and/or reach out to your technical assistance provider.

[Video tutorial](#)

To get started, enter your lead grantee organization name in the yellow box below:

Sample Network Organization

Which workforce training track(s) has/have been selected for this program?

Track 1: Community Health Support Select one

At the bottom, there is a navigation bar with the following tabs: Start Here (highlighted), Narrative Stories, Section Details (Secs 1-8), Sec 1 - Consortium, Sec 2 - Trainings, Sec 3 - Access & Equity, Sec 4 - Trainees, Sec 5 - Costs, Sec 6 - Funding, Sec 7 - Skills, Sec 8 - Susta...



Rural Public Health Workforce Training Network Program

Technical Assistance Program Page

Rural Public Health Workforce Training Network Technical Assistance Program

The purpose of this program is to expand public health capacity by supporting health care job development, training and placement in rural and tribal communities.

Resources

Contrast Layout Font Login

Home About Us News And Events Connect Resource Library Contact

Upcoming Webinars

Webinars

- 11/15/2023 RPHWTN Learning Opportunity – AHEC 101 [Recording](#) | [Slides](#)
- 08/30/2023 Rural Workforce Data Collection Tools – Part 2: How to enter your data [Recording](#) | [Slides](#) | [Data Collection FAQ](#)
- 06/28/2023 RPHWTN Learning Opportunity – Data Evaluation [Recording](#) | [Slides](#) | [Data Tracking Tool](#)
- 06/21/2023 RPHWTN Learning Opportunity – Rural Local Initiatives Support Corporation Overview [Recording](#) | [Slides](#) | [Toolkit](#)
- 05/23/2023 Understanding Community Paramedicine [Recording](#) | [Slides](#)

<https://ruralhealthlink.org/workforce-training/>



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?

Rural Public Health Workforce Training Network Program

Entering Your Data in Qualtrics Demonstration

Amita Kothari, Lead Evaluator, OPAE



Recordings

- Will share the Feb. 2024 recording link as soon as it becomes available
- Access the August 30, 2023 webinar:
 - [Rural Workforce Data Collection Tools – Part 2: How to enter your data - Zoom \(zoomgov.com\)](#)



Questions?

