



# Rural Public Health Workforce Training Network Program

Program Updates & Annual Progress Report Review - TA Webinar  
June 14, 2024

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**Vision: Healthy Communities, Healthy People**



# Program Updates & Annual Progress Report Review – TA Webinar

## Agenda



Program Reporting Requirements & Updates



Annual Progress Report Overview



Q&A

# Rural Public Health Workforce Training Network (Rural Workforce) Program

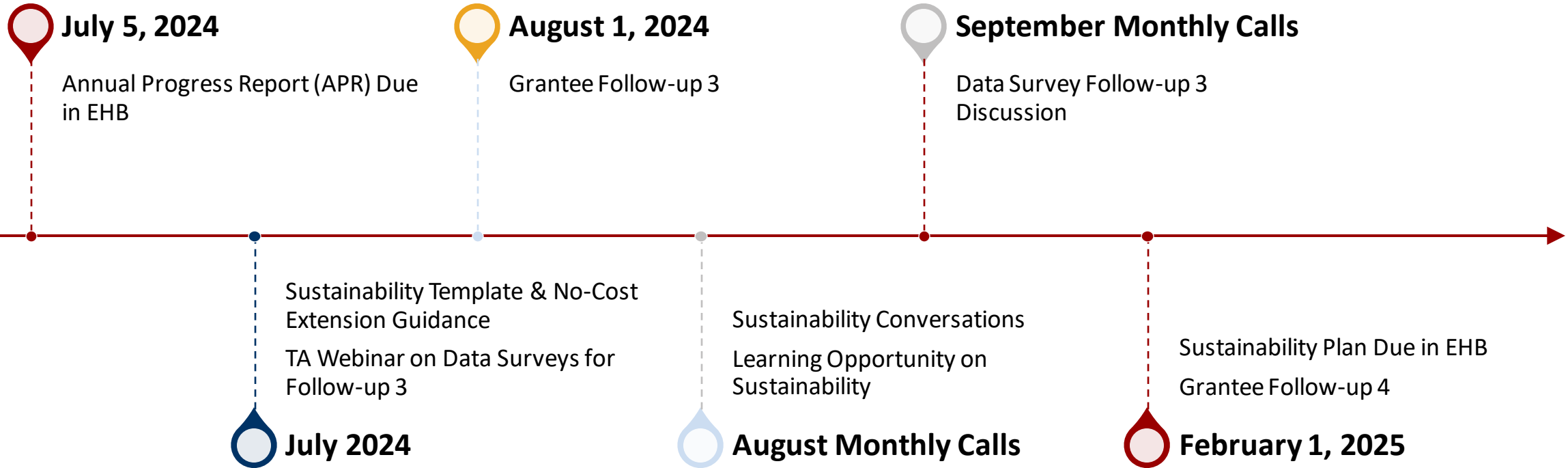
## Reporting Requirements

1 <sup>st</sup> Year (8/1/22 - 7/31/23)	2 <sup>nd</sup> Year (8/1/23 – 7/31/24)	3 <sup>rd</sup> Year (8/1/24 – 7/31/25)	1-year Post Grant
<ul style="list-style-type: none"> <li>• <b>Strategic Plan</b> <ul style="list-style-type: none"> <li>• Template and technical assistance will be provided</li> <li>• Submitted in HRSA’s Electronic Handbook (EHB)</li> <li>• <b>Due Date: February 17, 2023</b></li> </ul> </li> <li>• <b>Annual Progress Report</b> <ul style="list-style-type: none"> <li>• Submitted in HRSA’s Electronic Handbook (EHB)</li> <li>• <b>Due Date: July 7, 2023</b></li> </ul> </li> <li>• <b>Annual Program Meeting</b> <ul style="list-style-type: none"> <li>• <b>Date: July 11 – 14, 2023</b></li> <li>• <b>Location: Washington, DC</b></li> </ul> </li> <li>• <b>Data Surveys</b> <ul style="list-style-type: none"> <li>• Grantee Baseline &amp; Grantee Follow-up 1</li> <li>• Submitted in Qualtrics</li> <li>• <b>Due Date: September 29, 2023</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Data Surveys</b> <ul style="list-style-type: none"> <li>• Submitted in Qualtrics. 30 days to submit from deployment date</li> <li>• <b>Deployment Date: February 1, 2024</b></li> <li>• <b>Deployment Date: August 1, 2024</b></li> </ul> </li> <li>• <b>Annual Program Meeting</b> <ul style="list-style-type: none"> <li>• <b>Date: April 24 – 25, 2024</b></li> <li>• <b>Location: Atlanta, GA</b></li> </ul> </li> <li>• <b>Annual Progress Report</b> <ul style="list-style-type: none"> <li>• Submitted in HRSA’s Electronic Handbook (EHB)</li> <li>• <b>Due Date: July 5, 2024</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sustainability Plan</b> <ul style="list-style-type: none"> <li>• Submitted in HRSA’s Electronic Handbook (EHB)</li> <li>• <b>Due Date: February 1, 2025</b></li> </ul> </li> <li>• <b>Data Surveys</b> <ul style="list-style-type: none"> <li>• Submitted in Qualtrics, 30 days to submit from deployment date</li> <li>• <b>Deployment Date: February 1, 2025</b></li> <li>• <b>Deployment Date: August 1, 2025</b></li> </ul> </li> <li>• <b>Annual Program Meeting</b> <ul style="list-style-type: none"> <li>• <b>Date: April 30 – May 1, 2025</b></li> <li>• <b>Location: Rockville, MD – HRSA Headquarters</b></li> </ul> </li> <li>• <b>Final Annual Progress Report</b> <ul style="list-style-type: none"> <li>• Submitted in HRSA’s Electronic Handbook (EHB)</li> <li>• <b>Due Date: July 11, 2025</b></li> </ul> </li> <li>• <b>Self-Assessment (Evaluation) Report</b> <ul style="list-style-type: none"> <li>• Submitted in HRSA’s Electronic Handbook (EHB) Within 90 Days of Project End Date</li> <li>• <b>Due Date: October 29, 2025</b></li> </ul> </li> <li>• <b>Final Closeout Report</b> <ul style="list-style-type: none"> <li>• Submitted in HRSA’s Electronic Handbook (EHB) Within 90 Days of Project End Date</li> <li>• <b>Due Date: October 29, 2025</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Post Grant Evaluation Report</b> <ul style="list-style-type: none"> <li>• Award recipients will be required to submit a post-grant evaluation 1-year after the project end date</li> <li>• <b>Due Date: TBD</b></li> </ul> </li> </ul>



# Rural Public Health Workforce Training Network Program

## Look Ahead



# 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 - TR1RH4 [REDACTED]

HC HSCA CRD Rural Workforce  
To [REDACTED]  
Cc [REDACTED]

You forwarded this message on 8/29/2023 2:04 AM.  
This message was sent with High importance.

RPHWTNP Survey Links\_TR1RH4 [REDACTED].pdf 188 KB  
FAQs for RPHWTNP Data Collection\_20230825\_FINAL.pdf 373 KB  
Rural-Public-Health-Workforce-Network-Training-Program-Grantee-Tool-06.2023.xlsx 436 KB

Tue 8/29/2023 2:00 AM

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 – September 29, 2023).

- Grantee Baseline Survey: [https://hrsagov.gov1.qualtrics.com/ife/form/SV\\_dpXUFcOF9gsvdau?GranteeID=TR1RH4](https://hrsagov.gov1.qualtrics.com/ife/form/SV_dpXUFcOF9gsvdau?GranteeID=TR1RH4)
- Grantee Follow-up Survey: [https://hrsagov.gov1.qualtrics.com/ife/form/SV\\_cGCI57eM64oHIA?GranteeID=TR1RH4](https://hrsagov.gov1.qualtrics.com/ife/form/SV_cGCI57eM64oHIA?GranteeID=TR1RH4)
- Trainee Survey: [https://hrsagov.gov1.qualtrics.com/ife/form/SV\\_dirbU4epFspJvtc?GranteeID=TR1RH4](https://hrsagov.gov1.qualtrics.com/ife/form/SV_dirbU4epFspJvtc?GranteeID=TR1RH4)

\*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 Baseline Survey](#) and the [Grantee Follow-up Survey](#) which are both due on **Friday, September 29, 2023**.

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 RPHWTN 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.

Included in this email are additional resources for your reference:

- Your grant-specific RPHWTNP Survey Links Document
  - o This document includes all of the links you will need during the required data collection periods for this program and is a reference point for you to access your unique survey links. Program emails will be sent out to grantees when a collection period is required.
- RPHWTNP Data Collection FAQs
- The RPHWTNP Data Tracking Tool



# Rural Public Health Workforce Training Network Program

## Data Collection Tools & Resources

### Data Collection Tools Email

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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](mailto: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](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\\_cGCI57eM6I4oHIA?GranteeID=TR1R](https://hrsagov.gov1.qualtrics.com/jfe/form/SV_cGCI57eM6I4oHIA?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](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](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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### Frequently Asked Questions

for

### Rural Public Health Workforce Training Network Program (RPHWTNP) Data Collection

#### General Questions

1. What are the data reporting requirements and data reporting systems for the RPHWTNP?

There are two reporting systems used for the RPHWTNP – HRSA’s Electronic Handbook and Qualtrics (a web-based survey platform). The remainder of this FAQ document will specifically cover information as it pertains to data that will be submitted via Qualtrics.

The list below details all data reporting requirements and the respective reporting system for those requirements.

Qualtrics	HRSA’s Electronic Handbook (EHBs)
Grantee Baseline Survey	Strategic Plan
Grantee Follow-up Survey	Annual Progress Reports
Grantee Exit Survey	Sustainability Plan
Trainee Survey	Self-Assessment (Evaluation) Report
	Final Closeout Report
	Post Grant Evaluation Report

*Please note: This list is not exhaustive. Please refer to [Summary of Program Reporting Requirements](#) document for more details on what is due through HRSA’s EHBs.*

2. How many surveys are there?

There are four surveys under this data collection effort. The four surveys are:

- Grantee Baseline Survey
- Grantee Follow-Up Survey
- Grantee Exit Survey
- Trainee Survey





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The screenshot shows the title page of the "Rural Public Health Workforce Training Network Data Tracking Tool". At the top, it features the logos for "StratisHealth" and the "Georgia Health Policy Center". Below the logos, the title "Rural Public Health Workforce Training Network Data Tracking Tool" is centered. The main content area is titled "Introduction and how to use this tool:" and contains several paragraphs of text explaining the tool's purpose and usage. A yellow box highlights the text "Sample Network Organization" in a form field. Below this, there is a question "Which workforce training track(s) has/have been selected for this program?" followed by a dropdown menu showing "Track 1: Community Health Support" and a "Select one" button. At the bottom, a navigation bar contains several tabs: "Start Here", "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", and "Sec 8 - Susta ...".





# Rural Public Health Workforce Training Network Program

## Technical Assistance Program Page



[Home](#) [About Us](#) [News And Events](#) [Connect](#) [Resource Library](#) [Contact](#)

### 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

[Post-Conference Guide](#)

[Workforce Training Program Resource Guide](#)

[HRSA Community-Based Division Reverse Site Visit July 2023](#)

[Program Directory](#)

#### Upcoming Webinars

#### Webinars

02/06/2024 Data Collection Tools TA Webinar (Refresher) [Recording](#) | [Slides](#)

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](#)

#### Additional Resources:

1. <https://www.ncsl.org/health/ems-legislative-database> – Provides state/local education and training requirements.
2. <https://www.ibscertifications.org/> – International Board of Specialty Certification web site
3. <https://innovation.cms.gov/innovation-models/et3> – Overview of Emergency Triage, Treat, and Transport (ET3) Model
4. [https://nasemso.org/wp-content/uploads/CP\\_State\\_Status\\_Board\\_CURRENT.pdf](https://nasemso.org/wp-content/uploads/CP_State_Status_Board_CURRENT.pdf) – [most recent] State by State Community Paramedicine – Mobile Integrated Healthcare (CP-MIH) Status Board

12/06/2022 Creating and Sustaining Successful Networks [Recording](#) | [Slides](#)

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



# Rural Public Health Workforce Training Network Program

**Annual Progress Report**

**DUE: July 5, 2024, in EHB**



Questions?

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